

Dansville Public Library  
Board of Trustees  
Meeting Minutes  
Tuesday, October 14, 2025

- I. The meeting was called to order by Rhea Walker at 4:05pm

Present: Rhea Walker, Alise Rounsville, Rachele Sick

Others Present: Margo Prak, Sue Colegrove

Absent: Suzanne Boor, Sherrie Reilly

- II. Approve Minutes:

- A. September 8, 2025 Meeting

MOTION to approve the September 8, 2025 meeting minutes made by Rounsville, seconded by Sick, and the motion carried 3-0.

- B. September 29, 2025 Special Meeting

MOTION to approve the September 29, 2025 Special Meeting minutes made by Rounsville, seconded by Sick, and the motion carried 3-0.

- III. Public Comment Period: No public in attendance

- IV. Treasurer's Report:

- A. Treasurer's report

MOTION to accept the Treasurer's Report with the correction to the unemployment insurance CD balance and the amended totals made by Rounsville, seconded by Sick, and the motion carried 3-0.

- B. Payment of the bills

- i. Transfer from Capital Reserve Fund to General Checking

Motion to approve the transfer the sum of \$3,365.00 from the Capital Reserve Fund Money Market account to the General Checking account for payment of Global LED Solutions' invoice #DL091025 made by Sick, seconded by Rounsville, and the motion carried 3-0.

- ii. Payment of the bills

Motion to approve payment of the bill abstracts as presented made by Rounsville, seconded by Sick, and the motion carried 3-0.

- V. Director's Report:

- A. Baker & Taylor, our primary book and DVD source is shutting down. The transition to a new vendor will take some coordinating.

- B. The Library would like to collaborate with the Friends to clarify expectations, improve communication, and revitalize their past level of engagement.

- VI. Committee Reports:

- A. House

- i. LED Lighting Conversion – Mark French from Global LED Solutions stopped in 10/9/25 to verify the LED lights needed; the bulk of the lights will be flat panel LEDs, which replace the 2'x4' fixtures.

- ii. Shepard Building Floor – no update
    - iii. Voice over Internet Protocol (VoIP) Phone Upgrade – A tech from Integrated Systems will be out 10/16/25 to verify the materials needed to make the transition to VoIP phones; planning for 5 phones, including 1 cordless.
  - B. Building and grounds
    - i. Shepard Front Porch/Pillars – no update
  - C. Finance Committee – no update
  - D. Personnel Committee – no update
  - E. Policy Committee
    - i. Employee Handbook Update  
MOTION to approve the updates to the Employee Handbook policies made by Rounsville, seconded by Sick, and the motion carried 3-0.
- VII. Old Business:
  - A. State Aid for Library Construction Program (FY 2026) – Added surveillance camera system to 2026 application, and OWWL advised our project award level increased to 90%. Plan to begin surveillance project after we receive the funds from NY, (anticipated Fall 2026).
- VIII. New Business:
  - A. Report of Personnel Change (RPC) for Widelys Pagan Rosario  
Motion to approve the RPC for Widelys Pagan Rosario made by Rounsville, seconded by Sick, and the motion carried 3-0.
  - B. Report of Personnel Change for Linda Coffey  
Motion to approve the RPC for Linda Coffey made by Sick, seconded by Rounsville, and the motion carried 3-0.
  - C. Director Annual Evaluation – Plan to discuss at the November meeting. Rhea will prepare documents
  - D. Annual Harassment Prevention Training for Board – Complete as a group, immediately following the November meeting, (for trustees not receiving the training elsewhere).
- IX. Next Meeting scheduled for Monday, November 10, 2025 at 4:00 p.m.
- X. Adjournment  
MOTION to adjourn the meeting at 4:34pm made by Rounsville, seconded by Sick, and the motion carried 3-0.

Respectfully submitted,

Margo Prak