

Dansville Public Library
Board of Trustees
Meeting Minutes
Monday, December 8, 2025

I. Meeting called to order by Sherrie Reilly at 4:10

Present: Suzanne Boor, Alise Rounsville, Sherrie Reilly, Rachele Sick, Sue Colegrove, Margo Prak

Absent: Rhea Walker (Arrival at 4:14)

II. Approval of Minutes: MOTION to approve the November 10, 2025 meeting minutes as presented moved by Sick, seconded by Rounsville, and the motion carried 4-0.

III. Public Comment Period

IV. Treasurer's Report: (attached)

- A. MOTION to accept the Treasurer's Report moved by Boor, seconded by Sick, and the motion carried 4-0.
- B. MOTION to approve payment of bills moved by Boor, seconded by Rounsville, and the motion carried 4-0.

V. Director's Report: (attached)

The Library database was updated on 12/4; work is being done on the multifactor authentication for the calendar.

Megan Clement has been nominated for the BOOKLET award.

VI. Committee Reports:

A. House Committee:

- i. Shepard Building Floor: No update
- ii. Voice over Internet Protocol (VoIP) Phone Upgrade: Getting used to new phones and working on phone etiquette training for all staff
- iii. Library Upgrade to LED Lighting is completed

B. Building and Grounds Committee:

- i. Shepard front porch/pillars: No update

C. Finance Committee: IRS 990 Filing completed by Allied CPAs

MOTION to accept the IRS 990 and have Allied CPAs file electronically to maintain 503c status moved by Boor, seconded by Reilly, and the motion carried 5-0.

D. Personnel Committee: No update

E. Policy Committee: No update

VII. Old Business: No update

VIII. New Business:

- A. Report of Personnel Change for Linda Coffey
MOTION to accept report of Personnel Change for Linda Coffey moved by Boor, seconded by Sick, and the motion carried 5-0.
- B. Report of Personnel Change for Shelby Mankoff
MOTION to accept report of Personnel Change for Shelby Mankoff moved by Rounsville, seconded by Reilly, and the motion carried 5-0.
- C. 2025-2026 Budget Amendment
MOTION to approve the proposed amendment to the 2025-2026 Budget moved by Boor, seconded by Reilly, and the motion carried 5-0
- D. 2026-2027 Budget Vote and Trustee Election Timeline
MOTION to approve the 2026-2027 Budget Vote and Trustee Election Timeline, and to set the Vote and Election on the date of May 12, 2026, at the time of 12:00pm to 8:00pm, at the location of the Dansville Public Library moved by Boor, seconded by Rounsville, and the motion carried 5-0.
- E. Executive Session: Library Director Evaluation Discussion
MOTION to enter executive session to discuss the evaluation of the Library Director was moved by Sick at 4:45pm, seconded by Reilly; at which time Margo Prak and Susan Colegrove exited the meeting. Rhea Walker notified the Board members that she had not completed her work on the evaluation, nor brought to the meeting the evaluation information for discussion. It was decided that the Board would reconvene on 12/29/25 at 10:30am at the Dansville Public Library. MOTION to exit executive session moved by Boor at 4:55pm, seconded by Rounsville, and the motion carried 5-0.

IX. Next Meeting: Monday, January 12, 2026 at 4:00pm

X. Adjournment: MOTION to adjourn the meeting moved by Sick, seconded by Rounsville, and the motion carried 5-0.

Respectfully submitted,

Suzanne Boor