

**Guernsey Memorial Library**  
**Board of Trustees**  
**March 13, 2025**

Attendance: P. Giltner, D. Miner, L. Chwazik, J. Clement, L. Mealing, A. Eaton,  
C. Dalrymple, W. Burdick, K. Hazen  
Absent: P. Wolford,

Meeting called to order by President P. Giltner at 6:30 pm.

Minutes of the February 13, 2025 meeting were unanimously approved upon a motion  
by L. Chwazik. 2nd, D. Miner.

**Treasurer's Report: W. Burdick**

As of the end of February 70% of the projected revenue has been received.  
45% of the budget has been spent and 72% of the budget has been spent or encumbered.  
This is inline with expectations for the year.

A motion by L. Chwazik to transfer \$7,460.37 from L7410.440 Contingent to L1930.400  
Judgements & Claims to reimburse the NCSD for the lowered assessment for the  
MVP Plaza was unanimously approved after a 2nd by D. Miner.

**Finance Committee Report::**

The bills were paid upon a motion by A. Eaton. 2nd L. Mealing. Unanimously  
approved.

The purchase of the following items was unanimously approved upon a motion by  
L. Chwazik. 2nd J. Clement

Coin acceptor for public copier/ printer: Ed&Ed \$2,185.05

New Staff Computer: 4CLS \$1111.16

Microfilming of back issues of the Evening Sun: Advantage Archives \$19,125.

**Director's Report: C. Dalrymple Attached**

The replacement of the cast iron plumbing outflow is waiting for a cost estimate.  
However, at the pre-bid meeting it was said that replacing the cast iron with PVC will  
not help our overflow problem which is mainly created by people trying to flush  
inappropriate things.

A Resolution was made by L. Chwazik with a 2nd by A. Eaton to spend up to \$100,000  
from the Capital Reserve Funds to repave and expand the parking lot north of the  
building. Unanimously Approved.

C. Dalrymple will send the 1964 lease agreement with the school district to the Superintendent.

C. Dalrymple presented an update to the Long Range Plan. (Attached)

NBT Insurance is looking into Director's & Officers Insurance for the Trustees.

A motion to inform Superintendent S. Ryan that we agree to use their architect for our Envelope Project was made by L. Chwazik. 2nd D. Miner. Unanimously Approved. It will also be noted that we intend to use our own funds on hand to complete the project.

**Children's Librarian: K. Hazen Attached**

Reading Awareness Month will be celebrated on Saturday March 22nd at 10:00 am.

**Board**

C. Dalrymple and K. Hazen explained the many resources they use to order books for the library.

The newly created mezzanine/YA Area is being used by adults as well as youth.

The Trustees need to have their evaluation of C. Dalrymple in at the April meeting.

**Policy Updates:**

The Equal Employment Opportunity policy update was unanimously approved upon a motion by D. Miner. 2nd J. Clement

The Smoking Policy revision was unanimously approved upon a motion by L. Chwazik. 2nd J. Clement.

**New Business:**

It was decided to refuse Dale Storms' proposal for discards of Local History.

The proposed budget for 2025-2026 was unanimously accepted upon a motion by D. Miner. 2nd by L. Mealing with the provision that the cost of Health Insurance may increase or decrease. It will be presented to the BOE at the April 16, 2025 meeting if anyone would like to attend.

C. Dalrymple will create an RFP for an audit.

As there was no further business, the meeting adjourned t 8:14 pm.

Jane S. Clement, secretary

sent 3/21/25