

**Warsaw Public Library  
Open Meeting of the Board of Trustees  
Agenda for Tuesday, April 14, 2026 at 6:00 PM**

**Call to order and roll call:**

**Motion:** Approve/Waive reading of minutes from **Tuesday, March 10, 2026 (attached)**

Motion:

2<sup>nd</sup>:  
Ayes:           Noes:           Absent:  
Defeated:                   Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**Finance:**

1. Motion to Audit and Approve the abstract of audited vouchers

**# 37- Total Amount: \$ \_\_\_\_\_**

Motion:

2<sup>nd</sup>:  
Ayes:           Noes:           Absent:  
Defeated:                   Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**New Business:**

1. Motion to approve the 2025 Annual Report to DLD/Department of Library Development

Motion:

2<sup>nd</sup>:  
Ayes:           Noes:           Absent:  
Defeated:                   Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**Old Business:**

**Motion to Adjourn:**

**Board Signature \_\_\_\_\_**

## **Programming & Director's Report**

### **Early Literacy**

Mary offered 5 regular story times with a total attendance of 43.

### **Outreach**

Mary visited 4 preschool classrooms, with a total attendance of 41

### **School Age**

Luke offered 4 Anime Club sessions and 2 Dungeons and Dragons sessions, with a total attendance of 19.

### **Adult Program**

The Hobbits and Hyperdrives book club met, with an attendance of 14.

**Friends of the Warsaw Public Library** met on Monday, 3/2 and 4/6.

Lisa continued to provide renovation updates and the community was invited to attend. The friends will continue meeting monthly and an updated memorandum of understanding will be implemented between the library and friends. They are currently setting up a constant contact account for mass e-mail distribution to current members and to interested community members, as a link to the newsletter can be posted on their facebook page to encourage e-mail sign-up, membership and enhanced communication to the public. The friends would like to pay for a magnet with programming tear off. Lisa is working on this.

Staff continue to plan the summer reading program, and events. Events are being added to the program calendar as they are scheduled. The calendar is not finalized, but the link can be found on our website by clicking "view library events" from the home page. The calendar is viewed best on a desktop. If using a mobile device or phone, start at the top of the screen, scroll to the bottom of each page and click next page, then immediately scroll back up to the top of the listings, and repeat for each page. Here is the link to view the calendar, <https://owwl.libcal.com/calendar/warsawpubliclibrary?cid=14241&t=d&d=0000-00-00&cal=14241&inc=0>

Plans are underway for our grand re-opening on July 7<sup>th</sup> at 3:00 pm which is 120 years to the date and time that the original building opened to the public! The Wyoming County Chamber of Commerce will assist with the ribbon cutting at that time, and then we will have festivities from 3:30 -7. Stay tuned for our schedule of events and save the date!!

Lisa and Luke attended a construction meeting at the library on 3/12 at 1 pm. Progress notes attached. The next meeting is scheduled for 4/8 at 1 pm. Will update this report after. The project is still on track for mid-May completion. The church has approved extending our lease through the end of May. They do have a chicken BBQ on 5/16 and requested that we close that day. We will also close that Friday, 5/15 as that is their prep day and they need the full kitchen and part of the dining room for volunteers. We have a tentative transition plan in place for May and June and will update the public regularly. Press releases are being written and will go out in phases as plans are finalized.

We completed and submitted a grant application for "Connected Learning" to the *Western New York Rural Library Grant Program - Ralph C. Wilson, Jr. Foundation*.

We are asking for the support required to offer digital literacy programming. This includes six laptop computers, a storage/charging container for them, and the software necessary for basic training in the most common technology tasks to cultivate sustainable technology programming.

Under the "Warsaw Public Library Connected Learning" banner we plan to offer a variety of classes, seminars, and other educational programs utilizing these computers, aiming to provide individuals of all ages with skills they can use to advance themselves.

We have also entered a separate partnership with Literacy Rochester to provide digital literacy training to patrons via group workshops led by Literacy Rochester and 1:1 training led by local digital literacy volunteers. See attached flyer and please share. As of this report, three community members have expressed interest in becoming volunteers and are working with Literacy Rochester who will provide free training and support. This partnership will proceed with or without the above grant. We have scheduled 3 group workshops- 1 each month in September, October, and November led by Lisa Roe from Literacy Rochester. 1:1 community volunteer sessions will also be scheduled this fall.

The annual report has been completed.

Shane at Over-the-Top roofing indicated he should be able to complete the roof project in April, after I asked him to please schedule us in April-mid May while construction is on-going. The town re-iterated this ask to have the roof completed earlier in April and he is attempting to complete the project sooner. I also reached out to Dean Robb to repair the cracked pane on the upper level. We received a quote from Robb's in 2016 to replace the half round window unit which was broken and we were quoted \$700, plus an additional \$700 for lift rental. We did not follow through at the time, and now that this window will be behind the new circulation desk and more visible, we are requesting another quote and will follow through with the repair. Dean is coordinating a site visit with Darin from Pike to evaluate the repair.

During construction, McGrain Mechanical discovered that there was no heat in the front foyer and that the heating pump needed replacing. This was apparently an ongoing and unknown issue that Director was not aware of and that previous HVAC companies did not pick up on. McGrain Mechanical has found several HVAC concerns while working on our building and has agreed to long-term maintenance of our systems after the renovation. Because this is a maintenance issue and unrelated to the renovation, the library will be invoiced separately from McGrain and follow through with payment. Also, Warren's Commercial Cleaning has been hired by Pike to provide construction clean up and to address concerns related to cleaning the existing brick masonry which was affected during construction. Warren's is currently cleaning the brick masonry now.

The elevator is not working and needs a replacement power supply purchased and installed. This work was approved and supplies ordered this week. Bob at system is working on scheduling spectrum to make a site visit with him to replace the modem and at that time he will return with the internet and wi-fi equipment that was replaced after construction damage it to re-install.

**Warsaw Public Library  
Open Meeting of the Board of Trustees  
Minutes for Tuesday, March 10, 2026 at 6:00 PM**

**Call to order and roll call:** The meeting was called to order at 6:07 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Sue Schell, Liz Fox, Jason Linderman and Library Director: Lisa Gricius. Absent: Trustee John Rutledge.

**Motion: Approve/Waive reading of minutes from Tuesday, February 10, 2026 (attached)**

Motion: Jason Linderman

2<sup>nd</sup>: Sue Schell

Ayes: 4      Noes: 0      Absent: 1 -John Rutledge

Defeated: No      Carried: Yes, unanimously: Shani Jones, Sue Schell, Jason Linderman and Liz Fox

**Finance:**

**1. Motion to Audit and Approve the abstract of audited vouchers**

**# 19-36 Total Amount: \$ 7,097.54**

Motion: Liz Fox

2<sup>nd</sup>: Shani Jones

Ayes: 4      Noes: 0      Absent: 1 John Rutledge

Defeated: No      Carried: Yes, unanimously: Shani Jones, Sue Schell, Jason Linderman and Liz Fox

**New Business:**

1. Motion to affirm that the library is in full compliance with the NYS Minimum Standards for Public and Association Libraries.
  - Selection of library materials and reconsideration of such selection
  - Public usage of library space and meeting rooms
  - Codes of conduct
  - Confidentiality of library records
  - Personnel policy/employee handbook (compliant with NYS DOL)
  - Disaster preparedness
  - Financial control policies

Motion: Shani Jones moves that the Warsaw Public Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Lisa Gricius to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two week of the meeting, in accordance with the New York State Open Meetings Law. Sue Schell seconds, and the motion passes unanimously.

Ayes: 4      Noes: 0      Absent: 1 John Rutledge

Defeated: No      Carried: Yes, unanimously: Shani Jones, Sue Schell, Jason Linderman and Liz Fox.

**Motion to Adjourn:** Shani Jones at 6:20 p.m.

Board Signature \_\_\_\_\_