

Rockwell Falls Public Library

Meeting Minutes

August 16, 2022

I. Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:29 on Tuesday, August 16, 2022 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Loretta Mulson, Pat Lewandowski, Janet Silburn, Others: Courtney Keir, Sara Dallas

II. Pledge

III. Approval of minutes from last meeting

A motion was made to accept the July 2022 minutes.

IV. Old Business

- a) Motion to hire a 22-25 hour/week Clerk and a 20 hour/week Assistant and place ads in the Chronicle, Post Star and Indeed. Janet Silburn; Seconded Stephanie Lansburg. Motion carried.
- b) A Board approved Financial Policy and Bill Paying Policy and Procedures will be voted upon at the September meeting.
- c) Open Meeting Laws require the Rockwell Falls Board of Trustee meetings Agenda be uploaded on the library's website 2 weeks prior to the board meeting. All meeting dates must be advertised in advance via a press release and on the library's website.
- d) The NYS Legislature passed an amendment to allow meetings via video conferencing through June 30, 2024. The legislation, which amends the Open Meetings Law, Section 103 of the Public Officers Law, allows a local public body to use video conferencing so long as the public can attend, listen, and observe the meeting in at least one physical location at which a member of the body participates (a quorum of the Board must be present). Need to host a public hearing before passing a resolution to allow some board members with special circumstances to attend a meeting virtually.
- e) A Community based board approved Strategic Plan must be in place by January 2023. Courtney Keir will talk with Erica Freudenburger at SALS regarding

process and procedure. If the plan is not completed, a waiver must be requested for an extension. The Strategic Plan should be a community based plan of services, The library will host an open house.

- f) Courtney Keir will check with our insurance broker about Cyber insurance and a rider for Officers/Directors.
- g) Discussed quotes for replacement of AC unit: Simons \$9,600. Jack Hall \$10,435, need additional quote. *Need a weatherization audit for library building.
- h) Discussed Collaboration with Hadley Luzerne School District to promote library youth program. Discussed adding a Rockwell Falls Library link to the Hadley Luzerne Central School District website.
- i) Discussed suggestion box. Loretta will procure a locked utility box for suggestions that will be reviewed at board meetings.
- j) Discussed Joint Automation (JA) 3% fee increase in January 2023. Courtney Keir will discuss with JA the need for securing the Chromebook that contains financial information.
- k) Discussed Trustee Education Requirements-2 hours per year.
- l) Discussed Financial Information BILLS:NYS Department of Labor Unemployment Insurance \$112.79, SALS Joint Automation project \$2,644,36 (computers), National Grid \$276.00, North Country Janitorial \$41.00, Electronic Office Products \$86.33, SALS equipment \$2,999,90 (computers) Chronicle \$442.00. BANK TOTALS: \$244,898.64, EXPENSES \$12,976.33, Payroll \$8,048.11, Miscellaneous \$2,714.17, Repairs \$ 807.10, Other \$1,406.95

V. New business

- a) Clarify with the library Attorney if bonding of Account clerk is necessary if practice is bonded. Asked for additional names of library attorneys
- b) Discussed Signature cards for Board members to be able to sign at the bank.

VI. Adjournment

Stephanie Lansburg moved to adjourn the meeting at 8:37 p.m., Kathleen Mitchell seconded

Minutes submitted by: Kathleen Mitchell

August 28, 2022

