

Rockwell Falls Public Library

Meeting Minutes

September 20, 2022

I. Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:00 on Tuesday, September 20, 2022 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Pat Lewandowski, Janet Silburn, Absent, Loretta Mulson, Others: Courtney Keir, Jean Cizlak, Tammy Priest, Sara Kenna.

Motion made by Pat Lewandowski to adopt the Agenda, seconded by Stephanie Lansburg.

II. Approval of minutes from last meeting

A motion was made by Stephanie Lansburg and seconded by Pat Lewandowski to Amend the following financial amounts from the August 2022 minutes: Programming \$2,450.42, SALS \$263.75, TOTAL \$2,714.17 & to approve the prior meeting minutes. Motion carried.

III. Old Business

- a) Quotes for the AC unit need to be added to the agenda so a vote can be taken.
- b) Hadley Luzerne School and Rockwell Falls Library agreed to collaborate with a link on the Hadley Luzerne school website added weeks ago. Stuffing backpacks with a monthly calendar for activities added to goodie bags with doodads.
- c) Handyman-Pat talked about potential Maintenance manager, additional information must be collected.
- d) Finance Office Report-Bills: Staples \$208.60, Credit Card \$78.32, National Grid September 8, 2022 \$316.30, National Grid October 2, 2022 \$ 296.00, New York State Local Retirement \$127.00, Northern Mechanical-AC repair quote \$ 172.50, Lawyer \$114.18, Lawyer \$1,498.40, Upstate Agency insurance policy renewals \$175.00 (2743), \$443.00 (2161), \$1,022.13 (1664), New York State Insurance Fund Workers Comp \$313.38, Modern marketing \$238.88, SALS \$90.52, SALS monthly fee \$263.75, Electric office Supplies \$82.50, Chronicle job advertising \$396.00. Motion to pay bills was made by Stephanie Lansburg, seconded by Kathleen Mitchell, motion carried. Bank Balance \$232,088.85

IV. New Business

- a) Courtney reported a Notice of Resignation was received from Justin Sabattis as of October 12 or 13, 2022 and from Callie as of October 4, 2022.
- b) Chromebook Security-Dave at SALS reported chromebooks are highly protected,

- c) Mini Desktop and public computer requested. Wireless printer-agreed upon \$450.00
- d) Upstate Insurance contacted for cyber security coverage, data being collected from JA. Verified Director and officer insurance coverage.
- e) Maintenance: Steps installed outside both sets of French doors.
- f) Estimates received for library shelving unit quotes: Donnegan quote \$32,430.51, Storage Solutions \$49,997.00
- g) September 6, 2022 Sheila Thomson hired as Library Assistant 20-22 hours, Request to add additional 10-15 hours as clerk (for a maximum of 30 hours). Request for a 30 hour Clerk position, concern for coverage duly noted.
- h) Janet Silburn made a Motion to hire one Clerk for 30 hours per week & add an additional 8 hours as clerk to the Assistant, for a maximum of 30 hours. Janet Silburn, Kathleen Mitchell, Pat Lewandowski in favor, Stephanie Lansburg opposed.
- i) Tabled: Wellness Hours for part time staff, pay for Snow Days, Director Work from home policy, Early closure, library closure when school district closes to allow Director to work from home while sick.
- j) Stephanie made an executive decision to offer Courtney 3 days to work from home.
- k) Pat Lewandowski requested all trustees sign a bank signature card. SALS recommended that Rockwell Falls Library pays our own bills. Pat & Stephanie will sign checks. Courtney will forward bills to Tammy, Tammy prepares vouchers & checks. Tammy forwards vouchers and checks to Pat. Pat and another trustee will review, sign & mail checks. Tammy will provide a spreadsheet with a summary of vouchers and checks.
- l) Jean Cizlak from the Hadley Youth Commission program established in June, reported 84 youth registered, the program ran for 6 weeks, afternoons in July and mornings in August. Hadley Youth Commission in collaboration with Saratoga County is running a literacy program for the largest population-7 year olds. Hadley Senior Center houses the fall program. Youth from Hadley, Stoney Creek, Corinth, Glens Falls & Schenectady participated. Seniors in the community are volunteering their time for the Kids at Heart program. Cobra self defense program is also being offered for little cost. Goal to provide activities and events at little to no cost. Hadley Youth Commission requests a collaboration with Rockwell Falls Library, to provide books about themes & little goodie bags containing trinkets (ie:sensory things). Summer themes released in April.
- m) Sara Kenna, Advisor for National Honor Society students from Hadley Luzerne complete 15 hours of community service and seniors complete 10 hours of community service. Courtney requested honor students and seniors come to the library to teach technology to interested patrons.
- n) Stephanie Lansburg made a motion that Courtney write up an Abstract of Claims Policy, a Financial Policy, Bill Paying Policy, Kathleen Mitchell seconded, Motion carried.
- o) Stephanie Lansburg made a motion to accept the following policies & amendments: Whistleblower, Harassment, Internet Use, Open Meeting

- Amendments, Anti Harassment Amendments. Pat Lewandowski seconded, Motion carried. Policies will be posted on the library website.
- p) Discussed list of invitees, reviewed draft invitation letter, discussed format of open house involving a survey based on SOAR format. Mail invitations to businesses and invite patrons of the library on the library website and Facebook page to an Open House Tuesday, November 1, 6:30-7:30 and Wednesday, November 9, 6:30-7:30. A copy of the survey will be available at the library throughout the month of October.
 - q) To better serve the school community, a Research tutorial requested by Kathleen Jones, English Teacher at Hadley Luzerne. Courtney will contact Kathleen to provide bibliographic instruction to Kathleen's students.
 - r) The Hadley Senior Center is hosting a Community Fall Mixer, with the Hadley Business Association Meeting to follow Thursday, October 20, 4:30-6:30 including a turkey dinner. The Library Board is invited to discuss the library's Strategic Plan.
 - s) A Letter of Resignation was received from a Board member. Need to recruit and appoint a new board member interested in completing the term through June 2023. Two seats will become available in June 2023, an one year and a three year term.
 - t) Courtney will check with Erica about any need for a Strategic Plan contingency extension filed with SALS. Can we run the fiscal year because we are a school district library?
 - u) Stephanie Lansburg made a Motion to approve purchase of a Mini Desktop for Director & public computer for patron use, seconded by Janet Silburn, Motion carried
 - v) Table discussion of shelving quotes from Storage Systems, USA & Donnegan Systems and AC quotes.

V. Adjournment

Stephanie Lansburg moved to adjourn the meeting at 8:33 pm, seconded by Pat Lewandowski.

Minutes submitted by: Kathleen Mitchell

September 27, 2022

