

Rockwell Falls Library Board Meeting
AGENDA
AUGUST 16, 2022

Call to order

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at **time on date** at Rockwell Falls Public Library.

Roll call

The following persons were present:

Stephanie Lansburg	P
Loretta Mulson	P
Pat Lewandowski	P
Janet Silburn	P
Courtney Keir	P
Kathleen Mitchell	P

- I. Pledge of Allegiance**
- II. Adoption of agenda**
- III. Approval of prior meeting minutes**
- IV. Period for public expression**
- V. Correspondence**
- VI. Personnel Actions (If needed)**
- VII. Report Treasurer/Finance~Pat**
 - a. Quarterly approval for Unemployment Insurance
 - b. A/C unit replacement quotes
- VIII. Officer's Report~ Pat**

- a. Report of receipts and disbursements
- b. Warrants Presentation of projected cash flow
- c. Looks like my report is geared towards what was done
- d. Any new ideas or suggestions would go under agenda

IX. Director's Report Aug 2022

1. Staffing

- a. Positions for Library Clerk, Library Assistant or Combined (Library Assistant with Clerk duties)
 - i. Clerk 14.25/h current (20 p/w)
 - ii. Assistant 15.25/h current (15 p/w)
 - iii. Clerk 14.25/h suggested 20 hours = 14,820
 - iv. Assistant 15.25/h suggested 15 hours = 11,895
 - a. Totals 26,715
 - v. Combined 16.25/h (20 p/w desk 15 p/w youth services)= 29,575
 - 1. I'm proposing either combined or more hours for each
 - 2. Better chance of maintaining staff with 35 hours per week
- b. Add has been opened again on indeed for library assistant position
- c. Calli is applying for internships. She told me that if she is successful for an autumn one, she *should* still be able to work with us her 20 hours/week.
- d. It is more likely she will not be able to secure an internship until the spring semester. At this time she will be focusing directly on that.

2. Emily's Memo

- a. Please see attached [Memo from Emily.docx](#)

3. Maintenance

- a. Waiting on some quotes and inspections
- b. Roland J Downs seems so far to be the most knowledgeable and thorough with their inspection of the old system
 - i. Please see attached quote from Simons [P-45718-1](#)

X. Committee reports (If applicable)

Old Business (only if it's unresolved)

1. **New Furnace**
 - a. **What type?**
 - b. **Convert to propane?**
 - c. **Costing?**
 - d. **Installation**
2. **Board positions**
 - a. **Any changes to the Secretary as was previously discussed?**
 - b. **Vice president?**
3. **Petty cash/credit card spending and check writing for events**
 - a. **How much petty cash**
 - b. **Limit on card (most probably used for online purchases)**
 - c. **Writing checks for programs**
 - i. **I will let you know in advance how much each costs**
 - ii. **Check will be given at time of performance/lecture**
 1. **A copy of the check will be saved**
4. **Assurances for upgrading Meraki Routers**
 - a. **Assurances to be approved and signed off on**
5. **Computer purchase**
 - a. **Pat has suggested purchasing a chromebook for her to have so she can do bills from home**
 - i. **Staples has for around 150-220 at this time**
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9. **Assurances for upgrading Meraki Routers**

- a. Assurances to be approved and signed off on**
- 10. Computer purchase**
 - a. Pat has suggested purchasing a chromebook for her to have so she can do bills from home**
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XIII. New Business:

- 1. Sara Dallas-Annual Check In**
 - a. Policy/Procedures for paying bills-all board members need to sign?
Bill pay & Compliance with comptroller**
 - b. Necessary to do agenda 2 weeks in advance of the meeting? Agenda time frame**
 - c. How to develop timeline for Strategic plan**
- 2. Strategic Plan-Adirondack Folk School, Hadley Chamber of Commerce, Hadley Luzerne School District**
- 3. Discuss collaboration with the school to help promote the library youth program.**
- 4. Donations policy**
 - a. A friend of a summer patron that recently passed away is looking to make a donation**
 - i. I have sent her a copy of our donations policy and she informed me she would be sending a formal outline as she's curious about naming a section of the library after the former patron**
 - 1. This is not something we have detailed too much in our donations policy, and we might want to discuss**
- 5. Suggestion Box-how to better utilize**
 - a. Access to online survey**
- 6. Hire a handyman-Tink Wright vs Green Acres**

XI. Period for public expression (Not always applicable)

XII. Dates of future board meeting: September 20, 2022

XIII. Other Business (referring to what might not be pressing enough to be on agenda)

XIV. Executive Session (as needed)