

Rockwell Falls Public Library

Meeting Minutes

December 20, 2022

I. Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:01 p.m. on Tuesday, December 20, 2022 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Pat Lewandowski, Janet Silburn, Kathleen Mitchell and Director Courtney Keir. Guest-Fran Allen was in attendance.

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

II. Approval of prior meeting minutes

A motion was made by Stephanie Lansburg and seconded by Janet Silburn to approve the prior meeting minutes.

III. Public Comment

Fran Allen from the Town of Day attended the meeting with interest in filling the open Board Seat.

IV. Finance Officer Report

Patricia Jarvis Weber \$160.00, Angela Lunz \$200.00, Green Acres \$500.00, Somerset \$307.68, SALS \$263.75, JA \$47.96, Upstate Agency \$1,025.00, BroadArt \$ 1,805.48, Spectrum \$239.94, North Country \$30.50, Electric Office Products \$77.18, Mahoney Notifier \$85.50, SALS \$169.30, Noah's Ark Workshop \$279.80, National Grid \$296.00, NY Fire & Signal \$101.60, Cornerstone Roofing \$35,899.00, DeLorenzo \$223.75, Waterhouse \$795.54, Lawyer \$517.50. Total Bills: \$42,117.52, Bank Balance \$364,484.20

Janet Silburn moved to approve the Warrants, Stephanie Lansburg seconded, carried.

V. Director's Report

Programming: Lindsay Sprague-Winterberry Homestead will provide programming for children Spring and Summer 2023. Director is coordinating with local libraries to share Programming. Jonathan Hamlin from Drag Queen Story Time has been contacted to provide Programming. Visiting Planetarium has been contacted to provide Programming for the library.

Policy: Procurement policy draft discussed, further review by board regarding discretionary spending needs further discussion prior to approval.

VI. Old Business

AC-System is not repairable per Pat Lewandowski, re-reviewed quotes to replace the entire AC System. Jack Hall was the only bid to address replacing the entire system. Pat Lewandowski moved to hire Jack Hall to replace the AC system for \$10,435.00, seconded by Janet Silburn, carried.

VII. New Business

Discussed increase in pay for hourly staff because New York State minimum wage is being raised. Stephanie Lansburg moved that a Cost of Living pay increase for hourly staff effective January 1, 2023 seconded by Janet Silburn, carried.

Discussed need for Blown-in insulation for library, received one quote from Northeast spray foam, 2 additional quotes needed.

Discussed Winter Hours of hourly employees.

Next meeting-January 17, 2023.

Stephanie Lansburg made a motion to close the meeting at 7:42 pm and open an Executive session.

Stephanie Lansburg made a motion to close the executive session at 8:38, seconded by Pat Lewandowski.

Stephanie Lansburg made a motion to reopen the regular session at 8:38, seconded by Janet Silburn.

Kathleen Mitchell made a motion to close the meeting at 8:39 pm, seconded by Stephanie Lansburg.