

# **Rockwell Falls Public Library**

## **Meeting Minutes**

November 15, 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 p.m. on Tuesday, November 15, 2022 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Janet Silburn, Kathleen Mitchell and Director Courtney Keir. Absent Pat Lewandowski.

Motion was made by Stephanie Lansburg to adopt the Agenda, seconded by Kathleen Mitchell, 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. Personal Action**

Director is in receipt of the Letter of Assignment for the new Library Clerk.

### **IV. Finance Officer Report**

Bernadett Hoffman \$265.00, BroadArt \$453.78, DeLorenzo & Associates \$336.25, Electronic Office \$78.98, Green Acres \$240.00, Mahoney Notify Plus \$173.00, North Country Janitorial \$9.50, Somerset Trust \$857.52, SALS \$957.48, Spectrum \$119.97, The \$183,301.14, The Chronicle \$774.00. Bank Balance \$183,301.14.

### **V. Director's Report**

Application for Cyber Security Insurance has been resubmitted to Travelers Insurance and is under review.

Pat Lewandowski installed exterior lighting.

New library shelving installation scheduled for February 2023.

Library Assistant and Library Director will host a Luncheon with High School Librarians November 16th.

Director is available to collaborate with Hadley Luzerne High School Librarian to teach an Information Literacy class for Hadley Luzerne High School students.

Awaiting quote from Jim's glass for window replacement.

## VI. Old Business


Stephanie Lansburg moved to approve Family Danz \$9,980.00 to do necessary repairs to the library AC unit and cracked condenser, Janet Silburn seconded, carried.

Tabled: Procurement/purchasing policy

Tabled: *Wellness hours* for employees

## VII. New Business

Community Based Strategic Planning process presentation by Erica from SALS

 Engaged Planning Session 1

Library closure due to weather issues will be aligned with closure of Hadley Luzerne School District.

Stephanie Lansburg moved that the salaried and hourly employees will be paid for 3 **snow days** when library is closed seconded by Kathleen Mitchell, carried.

*Work from home policy* discussed and hourly employees work from home will be approved by the director. Work from home days for salaried employees at Board's discretion.

Next meeting-December 20th

Stephanie Lansburg made a motion to close the meeting at 7:30 pm and open an Executive meeting, at 7:31, Janet Silburn seconded.

Stephanie Lansburg made a motion to continue to provide a stipend for health insurance for the director, seconded by Janet Silburn.

Stephanie made a motion to close the executive session at 7:50, seconded by Janet Silburn.

Stephanie made a motion to open the regular session at 7:51, seconded by Kathleen Mitchell.

Stephanie Lansburg made a motion to close the meeting at 7:52 pm, Kathleen Mitchell seconded.