

Rockwell Falls Public Library

Meeting Minutes

October 18, 2022

I. Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:09 p.m. on Tuesday, October 18, 2022 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Pat Lewandowski, Janet Silburn, Kathleen Mitchell.

Motion was made by Kathleen Mitchell to adopt the Agenda, seconded by Stephanie Lansburg, carried.

At 6:11 p.m. Stephanie Lansburg made a motion to close the Open Meeting and open an Executive Session, seconded by Pat.

At 6:14 Stephanie Lansburg made a motion to close the Executive session, seconded by Janet Silburn. Stephanie Lansburg made a motion to reopen the Open Meeting and Kathleen Mitchell seconded.

II. Approval of prior meeting minutes

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

III. Correspondence

The Library Assistant delivered a letter to a disruptive patron and the patron left the library.

IV. Personnel Action Report

Amanda was hired as the new library clerk. Director will clarify if Marion Allan is available to do substitute work, if not Marion will be removed from payroll.

V. Finance Officer Report

Spectrum \$119.97, Delorenzo & Associates \$1,574.75, BroadArt \$453.78, SALS \$263.75, Mahoney Notify \$85.50, NYSLRS \$5,110.00 (annual), North Country Janitorial (Credit \$21.00), Lawyer \$1,543.40, Electronic Office Products \$81.90, Sumerset Credit Card \$613.41 (Demco \$140.53, Staples \$180.70 & \$53.99). Bank Balance \$209,752.12.

VI. Directors Report

Application for Cyber Security Insurance has been submitted, 2 factor authentication necessary.

Checks will not be signed in advance, credit card will be used for repairs.

Director is acquiring quotes for outside lighting and will contact Mahoney.

Director and Assistant will attend a Halloween Festival on October 30 and Assistant will be compensated for 4 additional hours in addition to Assistant's regular work schedule for the Festival.

Director requests the board create a Wellness policy for part time staff.

Health Insurance for the Director needs to be renewed and approved before the end of December 2022.

Stephanie Lansburg moved to approve the following Policies:Whistleblower, Harassment, Internet Use, Open Meeting Amendments, Kathleen Mitchell seconded.

Stephanie Lansburg moved to accept the Bylaws, Pat Lewandowski seconded.

Pat Lewandowski moved to pay the bills, Stephanie Lansburg seconded.

VII. Old Business

Tabled: Vote to replace AC and cracked condenser, professional advice regarding differences in quote amounts and scope of work needed. (Quotes: Family Danz \$9,980.00, Roland J. Down \$39,070.00., Simon's \$9,600.00, Jack Hall \$10,435.00)

Tabled: Window replacement quotes Window King \$27,648.00; Window World \$31,819.00. Director will request a third quote from Anderson prior to a vote for approval.

CornerStone Roofing (New York State Construction grant) start date for new roof and updated quote will be provided by Director.

Quote needed for removal of old shelving. Installation of Shelving may need to be installed on a rolling basis. Library may need to be closed

Janet Silbun moved to approve the quote from Donnegan for the Shelving project for the entire library, including all materials and labor for Library \$32,430.51, Pat seconded, all approved.

Next meeting-November 15th. Guest speaker Erica from SALS

Stephanie Lansburg made a motion to close the meeting at 7:59 pm, Pat Lewandowski seconded.

