

Rockwell Falls Public Library Meeting Minutes

January 17, 2023

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, and Director Courtney Keir. Guest-Fran Allen and Elizabeth Lansburg were in attendance.

Motion was made by Stephanie Lansburg to adopt the Agenda, seconded by Janet Silburn, carried

II. Adoption of Agenda

A motion was made by Stephanie Lansburg and seconded by Pat Lewandowski to adopt the agenda, carried.

III. Approval of prior meeting minutes

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

IV. Public Comment

Elizabeth Lansburg of Hadley attended the meeting as partial fulfillment of the requirements for her school Government class - warmly welcomed, but made no comments.

V. Correspondence

None

VI. Personnel Action Report

Sheila is moving back to Texas, with February 25 as her last day at RFPL. Amanda is interested in moving into this position. Courtney needs to hire from the Library Assistant list if there are candidates on the list.

VII. Finance Officer Report

Pat presented invoices and bills as follow: Whiteman, Osterman, Hanna two payments \$112.50, \$157.50; DeLorenzo \$167.00; Brodart \$2012.27; Electronic Office \$101.60; Green Acres \$240.00; Joseph Mangioni \$220.00; Mahoney \$87.50; National Grid \$233.01; North Country Janitorial \$40.50; SALS \$2662.23; Warren County Fire

Prevention \$75.00. Total bills: \$6109.11. Bank Balance \$317,703.21. Credit Card balance \$2398.05.

Stephanie Lansburg moved to approve the Warrants, Pat Lewandowski seconded, carried.

VIII. Director's Report

Procurement policy - tabled until February meeting at the request of Kathleen Mitchell who would like to participate in the discussion at that time.

Disability insurance policy activated.

Winter newsletter sent out with great help from Amanda and Sheila.

Courtney is coordinating with other directors regarding summer programming (Winterberry farms in particular) with hopes of early booking and lowering cost.

Re: Drag Queen Story Time - Courtney is moving ahead. The Albany chapter will be in touch soon and RFPL will be the first library in the SALS system to host this event.

Hoopla subscription was discussed and Courtney was asked to further investigate with the strong possibility of moving forward. The subscription would need to be included as a budget item in the new fiscal year budget in June. Hoopla may overlap a lot of content from Audiobooks. The service would be accessible to patrons within the HLCS school tax catchment.

IX. Old Business

Strategic Planning: Courtney will place an advertisement/notice in the Post Star explaining the upcoming Strategic Planning process and soliciting patron participants.

Procurement and purchasing policies: see above.

X. New Business

1. Disability insurance: see above
2. Newspaper archive purchase discussed. This will give access to archives from varying levels of newspapers. Pat Lewandowski moved to subscribe to archives from the Glens Falls Post Star and the Saratogian. Courtney indicated that the minimum level **may** be state-wide, rather than electing individual local papers. Motion seconded by Stephanie Lansburg, carried.
3. JA agreement for Board President - original e-mail did not reach Stephanie. Courtney will re-send, Stephanie must read and sign the agreement.

4. Hoopla - Courtney will conduct further investigations including level of interest and cost.
5. Fran Allen has indicated willingness to serve on the board of trustees to finish out Loretta Munson's term (ending June 30, 2023). Janet Silburn moved to appoint Fran to the board, effective immediately. Seconded by Pat Lewandowski, carried. Stephanie will contact Robert, to clarify conflicting information about the end-date of this appointment (recent communication from Robert indicates term ends immediately following election date; precedent and information from Burgess state June 30 as end-of-term). Fran accepted the paper copy of the oath of office and indicated he would be at the bank on February 18 to take the oath and have it notarized.
6. Resolution to include board member election as part of the upcoming school ballot was read. Stephanie Lansburg moved that it be accepted, Janet Silburn seconded, motion carried.

XI. Date of next meeting - Next meeting-February 21, 2023. Brief discussion of the possibility of utilizing GoToMeeting as a platform if weather or member illness make it impossible to achieve quorum. Courtney indicated that this option would require prior notice, should need to be recorded and would not allow for voting, making it unusable as an option.

XII Adjournment

Stephanie Lansburg moved to adjourn the meeting at 6:31. Seconded by Janet Silburn. Carried.