

Rockwell Falls Public Library

Meeting Minutes

February 21, 2023

Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:22 p.m. on Tuesday, February 21, 2023 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Pat Lewandowski, Janet Silburn, Kathleen Mitchell, Fran Allen and Director Courtney Keir. Guests-Jean Cieslik and Claire Spivak were in attendance.

I. Pledge of Allegiance

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

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. Public Comment

Jean Cieslik, Hadley Youth Director presented 2022 Youth Program results & 2023 Youth Program plans. Jean requested collaboration with Rockwell Falls Library Children's program for theme related mobile books. Additional funds are being sought from surrounding towns.

IV. Finance Officer Report

Somerset \$2,324.32, Spectrum \$119.97, North Country Janitorial \$40.95, Waterhouse Oil \$703.32, Waterhouse Oil \$635.31, DeLorenzo \$255.00, DeLorenzo \$55.00, DeLorenzo \$168.75, Jack Hall \$4,717.50, SALS \$46.00, SALS \$316.27, SALS/Overdrive \$256.47, National Grid \$296.00, BroadArt \$ 205.82, BroadArt \$ 534.79, BroadArt \$ 480.09, Electric Office Products \$61.88, Mahoney Notifier \$85.50, Modern Marketing \$992.12, Modern Marketing \$197.76, Total Bills: \$12,666.32, Bank Balance \$290,272.57, CD's \$98,593.86

Pat Lewandowski moved to approve the Warrants, Janet Silburn seconded.

V. Director's Report

Hoopla, a streaming service, will be part of the Collection budget and is paid per usage per patron. A motion to approve a budget of \$2,000.00 beginning July 2023 was made by Pat Lewandowski and seconded by Janet Silburn.

Acquiring a Defibrillator for the library along with necessary training was agreed upon.

The Annual Report is in progress and is due to be submitted to SALS by March 1, 2023.

AC work has been completed by Jack Hall, testing the system will be completed April 2023.

Claire Sprivak was hired as Library Clerk February 15, 2023. Amanda Hoffman was promoted to Library Assistant February 28, 2023.

VI. Old Business

Discussed need for Blown-In insulation for library, received one quote from Northeast spray foam, additional quotes needed in coordination with recommendations from Green Jobs Green NY Energy Study Report.

VII. New Business

A discussion about Rockwell Falls Library CD's ensued. Historical banking records (2019) and meeting minutes have been requested to be reviewed by the board. A *Financial Audit* needs to be completed, Annie McMahon was recommended.

Rockwell Falls Library Reference Services/Computer Usage Policy, Donations Policy, Library Usage Policy, Patron Barring Procedure Policy are all being updated to reflect adoption of the chartering of the Rockwell Falls Library effective 5/4/2020.

Rockwell Falls Library Board understands By-Laws Article IV, 2; Article IV, 3; Article IV, 4; language is being corrected according to recommendations by the New York State Division of Library Development.

Rockwell Falls Library will participate at Maple In April in collaboration with the Hadley Youth Commission.

A Summary of the Green Jobs Green NY Energy Study Report Recommendations will be reviewed at the next month board meeting. Director will provide a list of Spray foam vendors recommended by Green Jobs Green NY Energy Study.

Procurement Policy from similar size libraries (Lake George & Schuylerville) will be reviewed prior to formalizing Rockwell Falls Purchasing Policy at next month board meeting.

An advertisement in The Chronicle will be placed soliciting involvement of patrons and surrounding community members welcoming input in the development of the Rockwell Falls Library Strategic Plan.

Next meeting-March 21, 2023, 2023.

Stephanie Lansburg made a motion to close the meeting at 7:47 pm, seconded by Pat Lewandowski.