

Rockwell Falls Public Library

Meeting Minutes

March 21, 2023

Call to order and Roll call

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6:02 p.m. on Tuesday, March 21, 2023 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Stephanie Lansburg, Janet Silburn, Kathleen Mitchell, Fran Allen and Director Courtney Keir. Absent: Pat Lewandowski. Guests- Xanath Bailey, Amanda Hoffman and Bonnie Hoffman 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 Kathleen Mitchell and seconded by Janet Silburn to Amend the following financial amounts from the February 2023 minutes: Waterhouse \$522.74, Total paid to Waterhouse Oil \$3,185.73 & to approve the prior meeting minutes.

III. Public Comment

Xanath Bailey shared she is Interested in the Library and in the Long range planning process.

IV. Finance Officer Report

Brodart \$310.08, \$854.30, \$319.62, \$31.37, \$54.14, Chronicle \$176.00, Electric Office Products \$127.95, Green acres \$240.00, National Grid \$300.44, NYS Workers Comp \$571.50, \$571.50, North Country Janitorial \$50.95, SALS /Joint Automation \$316.27, Somerset Credit Card \$113.07, Spectrum \$239.94, Upstate Agency \$1,022.00, Total Bills: \$ 3,229.62, Bank Balance \$260,133.44. Stephanie Lansburg made a motion to pay the bills, seconded by Kathleen Mitchell.

V. Director's Report

Defibrillator acquisition and training for the library staff is in the works.

The Annual Report has been completed and submitted to SALS.

Updated policies have been submitted to DLD and are awaiting approval.

Programming for Children and Adult areas the next few months has been completed for summer reading and summer season.

Voting packets are available at the library

Strategic Planning needs to be completed by December 2023 for submission to SALS and the DLD. Community committee members are being sought.

New York State automatically assigned passing score for Library Manager to Library Director per Civil Service.

Proposal to increase Library Assistant hours from 30 to 40 hours per week.

Development of the Budget (July 2023 through June 2024) to be formulated by the VP of Finance and Library Director.

Roofing has been completed, awaiting reimbursement from roof grant.

Director is writing a SALS grant for library furniture.

Maple in April will be attended by the Director and Library Assistant.

VI. Old Business

Awaiting additional quotes for blown-in insulation for library utilizing recommendations from Green Jobs Green NY Energy Report.

A Financial Audit needs to be scheduled, Annie McMahon was recommended.

Comparison Purchasing Policy will be collected by the director for discussion at April board meeting.

New Shelves installation date expected for post April. Notice of closure to be advertised in the Chronicle.

VII. New Business

An electrical contractor will be contacted to implement the interior lighting retrofit and temperature control recommendations from the Green Jobs Green NY Energy report.

An insulation contractor will be contacted to implement the duct insulation and insulate the heating and domestic hot water pipes recommended from the Green Jobs Green NY Energy report.

Janet Silburn moved to increase the Youth Services Library Assistant hours to 40 hours per week including 2 weeks of paid vacation per year, seconded by Stephanie Lansburg.

VIII. Other Business

Strategic Plan-**July-Community Aspirations** evening meeting & **September-Community Partners** meeting. Timeline, dates and Invitations for community member meetings will be shared through the Rockwell Falls Library newsletter and on the library website and facebook page inviting library patrons and community to participate in the strategic planning process.

Next Board meeting-Thursday, April 20, 2023 at 6:00 p.m.

Stephanie Lansburg made a motion to close the meeting at 8:06 pm, seconded by Janet Silburn