

# **Rockwell Falls Public Library**

## **Meeting Minutes**

May 18, 2023

### **Call to order and Roll call**

Janet Silburn called to order the regular meeting of the Rockwell Falls Public Library at 6:37 p.m. on Thursday, May 18, 2023 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Janet Silburn, Pat Lewandowski, Kathleen Mitchell, Josh Jacquard, Kathleen Jones, Guests-Sara Dallas, Absent:Director Courtney Keir.

### **I. Pledge of Allegiance**

Motion was made by Janet Silburn to appoint Sara Dallas as Parliamentarian for the May meeting, seconded by Pat Lewandowski, motion carried.

Oath of Office for new Trustees of Rockwell Falls Public Library was given to Josh Jacquard whose term expires June 30, 2026 and Kathleen Jones whose term expires June 30, 2024. Oaths to be filled with Warren County, New York.

### **II. Adoption of Agenda**

Motion was made by Josh Jacquard to adopt the agenda, seconded by Kathleen Mitchell

### **III. Approval of prior meeting minutes**

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

### **IV. Period for Public Comment**

Privilege of the Floor was read-15 minutes are allocated for the beginning and the end of the meeting with a limit of 2 minutes per person.

Questions raised: Who was responsible for placing the article about the Rockwell Falls Public Library in the circular sent to Hadley Luzerne taxpayers, Response:School District Public Library done legally through New York State Education Law sharing the same geographic boundaries as the school district. Is the Library board is still pursuing the Drag Queen Story Hour. Comments included: Welcoming the queer community to the library, concerns about potential bans, artistic creativity, diversity and respect should be embraced by the library, library budget, community representation in the library, opposition for the Drag Queen Story Hour, foil requests, request to change the library charter, opposition defunding the library, accountability of director, concerns about impressionable children, suggestions about health, nutrition, cooking and budgeting.

## **V. Correspondence**

FOIL requests have been received and in process regarding the library finances. A written policy regarding response to FOIL is needed.

## **VI. Personnel Action report**

Josh Jacquard made a Motion to accept the resignation of Fran Allen at the end of April 2023 from the Rockwell Falls Library Board, seconded by Pat Lewandowski, carried.

## **VII. Finance Report**

APRIL 2023: Somerset \$2,211.46, Waterhouse \$675.44, Jack Hall Plumbing \$500.00, DeLorenzo \$55.00, \$112.50, \$55.00, NYS Unemployment Insurance \$322.60, SALS \$316.27, Lakeshore \$61.50, Chronicle \$88.00, Lawyer \$270.00, SALS \$24.82, Mahoney \$18.45, Electric Office Products \$82.95, North Country Janitorial \$40.95, Spectrum \$239.94, BroadArt \$1,465.57, Total April Bills: \$6,244.66

Motion was made by Kathleen Mitchell to approve the warrants, seconded by Janet Silburn carried.

MAY 2023: Somerset \$1,194.18, Upstate Agency \$1,022.00, Broadart \$3,272.32, Green Acres Mowing \$240.00, Shelving \$33,346.14. Total Bills: \$39,074.64, Current Bank Balance as of May 18, 2023- \$256,551.93

Trustee questioned the bidding process for shelving & reported verbal conflict with Director.

Motion was made by Janet Silburn to approve the warrants, seconded by Josh Jacquard, carried.

## **VIII. Directors Report**

Programming-Summer reading schedule available June 20, 2023, Adult reading schedule available June 1, 2023.

Finances-Grant for Library Furniture denied by SALS, Annual report to Community completed and available on the website.

Building & Maintenance-Suggestions for removing round garden area from the back to create more room for gathering and outdoor events, Green Acres Quote \$1,000.00 to remove round rock garden and patio bricks, add topsoil and grass seed. Suggestion to have childrens and non-fiction adult rooms painted above new shelving units, Green Acres Quote \$2,500.00 to prime and touch up painting above new shelving units.

Motion to accept the Directors Report made by Pat Lewandowski, seconded by Janet Silburn, carried.

## **IX. Old Business**

New York State Disability Insurance penalty for assessment for late payment, investigation why the mail system delivered the bill late.

Northeast insulation quote and price break needs to be presented by the Director.

Purchasing Policy is under development and needs to be vetted by the attorney prior to approval, recommendation Purchasing & Public Work purchasing limits should include acceptance of Local bids, 2 Trustee Signatures needed for checks, more explicit language for Credit Card area to be developed.

Trustee requested a list of books purchased, titles and authors in the past year.

2023-2024 Budget approval has been tabled.

Status of shelving bid question: how the bid process works in general and how it worked specifically in the shelving process.

Drag Queen Story Hour performer has moved out of the area and the performance will not be rescheduled. Need to look at a procedure for programming in the future and look at other people to present. Seek lawyers advice about the need for background checks for people involved in programming.

## **X. New Business**

Proposal to add an additional lawyer Stephanie Cole Adams to deal with the FOIL issues.

Policy to reflect library re-charter is moving along.

Green Jobs Green NY energy Study recommendations and cost estimates: Interior Lighting Retrofit (Install Cost \$3,735.00), Improve Temperature control (Install Costs \$800.00), Insulate Building Envelope (Install Cost \$35,657.00), Insulate Heating and Domestic Hot Water Pipes (Install Costs \$171.00).

Motion to conduct a financial audit July 1, 2023 by Pat Lewandowski, seconded by Josh Jacquard, carried. Sara Dallas will provide names of people that do school district library audits.

Motion to adjust open meetings on Tuesdays, October through March meetings at 6:00 pm, April through September meetings at 6:30 pm. by Janet Silburn, seconded by Josh Jacquard.

## **XI. Next meeting**

Tuesday, June 20, 2023 at 6:30 pm

## **XII. Other Business**

Discussion about School Library Relationship. Explore the cost to hold the vote at the library, budget for School District Library vote in the Library.

## **XIII. Period for Public Expression**

Bidding process for local businesses, FOIL request policy and process, background checks for presentors. Request to hold a Pride celebration at the library in June.

Motion to adjourn the open meeting by Kathleen Mitchell at 8:34 pm, seconded by Janet Silburn, carried.

## **XIV. Executive Session**

Motion to open the executive session by Kathleen Mitchell at 8:48 pm, seconded by Pat Lewandowski, carried.

Motion to maintain the current lawyer for the library and against retaining an additional lawyer for the library by Josh Jacquard, seconded by Janet Silburn, carried.

Motion to adjourn the executive session by Janet Silburn, seconded by Josh Jacquard at 9:00 pm, carried.

Motion to open the public session by Janet Silburn at 9:01 pm, seconded by Josh Jacquard, carried.

Motion to adjourn the public session by Janet Silburn, at 9:02 pm, seconded by Josh Jacquard, carried.