

# **Rockwell Falls Public Library**

## **Meeting Minutes**

June 20, 2023

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

Janet Silburn called to order the regular meeting of the Rockwell Falls Public Library at 6:30 p.m. on Tuesday, June 20, 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, Director Courtney Keir.

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

### **II. Adoption of agenda**

Motion was made by Pat Lewandowski to adopt the agenda, seconded by Kathleen Jones, carried.

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

Motion was made by Kathleen Mitchell to adopt the agenda, seconded by Janet Silburn, carried.

### **IV. Suggested Code of Conduct for this meeting**

- A. Recognized by chair
- B. Time limit of 2-3 minutes to express opinion
- C. Freedom from interruptions
- D. Speaking to and about each other with respect

Motion was made by Kathleen Mitchell to adopt the suggested Code of Conduct, seconded by Josh Jacquard, carried.

### **V. Period for public comments**

Total time:30 minutes/2 minutes per individual, reviewed abridged Privilege of the Floor. Janet Silburn reported Mary Visscher from the School Superintendent's office placed the library information in the election bulletin in May. Concerns: Non-taxpayers were making public comments, frontdoor of the library should not be locked. Sue Wilder, Hadley Business Association shared the calendar of events for July & August and asked what events the library wanted to include. Jean Cieslk, Youth director for Hadley working with the library to enhance the youth program starting July 11th.

### **VI. Correspondence**

Pat Lewandowski *partially* read her letter of resignation effective June 21, 2023.

## **VII. Personnel Action Report**

### **VIII. Vice President of Finance Report**

Warrants: ADK Electric \$161.24, Brodart \$68.67, Brodart \$22.44, Brodart \$7.98, DeLorenzo \$55.00 (May), DeLorenzo \$55.00 (June), DeLorenzo \$300.00, Fleury Risk Liability Insurance \$101.30, Green Acres \$240.00, Mahoney \$103.95, North Country Janitorial \$30.95, NYS Unemployment Insurance \$2.07, Printer \$97.80, SALS \$38.06 (Polaris Library Management system), SALS \$17.28, SALS Joint Automation \$316.27, Somerset Credit Card \$674.43, Spectrum \$239.94 (May & June), NYSIF Compensation \$671.20, Waterhouse \$478.76, Total June Bills: \$2,668.64, Bank Balance: \$232,196.15

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

Janet will seek clarification of the Library Treasurer and VP of Finance roles. Courtney will invite Tammy from DeLorenzo to attend the July meeting. Board officers will be elected in the July meeting.

### **IX. Director's Report**

Programming: RF Library Event Calendars completed through August, on website. June 24th Community Picnic. Summer reading ready to go, kick off party July 8th. Collection Development: Policy in development with SALS. Starting fiscal orders 2023-2024. Building & Maintenance: awaiting quotes for internal CCTV, Back garden area will be redone in August by Green Acres. Locks were replaced on back doors.

### **X. Old Business**

NYS Disability Insurance penalty assessed because it was not paid on time. The bill was sent to the street address, returned to the sender by the Post Office. The correct Post Office Box 400 mailing address has been updated with New York State Disability Insurance. Director will share a response from NYSDI to waive the penalty.

Northeast spray foam insulation quote (shared with Green Jobs Green New York). Additional spray foam quotes are needed. Director will check with SALS if RFPL can solicit quotes from local vendors on the RFPL website.

Director will check with Marybeth Farr at the DLD to clarify RFPL Tax Exempt status.

FOIL requests for Library Shelving bid and compliance are in process

Inclusion Policy, a motion was made by Pat Lewandowsk to adopt the Inclusion policy, seconded by Kathleen Jones, motion carried.

Public Access to Library Information and Records Policy, a motion was made by Pat Lewandowski to adopt the Public Access to Library Information and Records policy, seconded by Josh Jacquard, motion carried. The Public Access to Library Information and Records policy will replace the FOIL request form on the RFPL website.

Budget for 2023-2024, a motion to adopt the budget the Budget for 2023-2024 fiscal year beginning July 2023 was made by Kathleen Mitchell, seconded by Janet Silburn, motion carried.

Discussed CD's being used for capital projects. Pat Lewandowski stated 2 CD's had been combined.

Per Sara Dallas, Policy updates to reflect library re-charter of 5/04/2020, have been approved.

Josh Jacquard will research the cost and process for changing the location of the Library elections from the Hadley Luzerne School District to the Rockwell Falls Library.

## **XI. New Business**

Director will request quotes for:(1) Interior Lighting Retrofit, (2) Improving Temperature Control, (3) Insulating Heating and Domestic Hot Water Pipes (4) additional quotes needed for Insulating Building Envelope based on Green Jobs Green NY Energy Study Report recommendations.

The Board of Trustee Meetings Policy; a motion was made by Pat Lewandowski to adopt the Board of Trustee Meetings Policy, seconded by Kathleen Mitchell. Janet Silburn made a motion to adopt the Board of Trustee Meetings policy and amend the Board of Trustee Meetings Policy 4.Periods of public comment and expression: to INCLUDE *6. Priority during the public comment period will be reserved for the residents of the Hadley Luzerne school district.*, seconded by Kathleen Mitchell, motion carried.

SALS facilitated a training for RFPL Trustees in June, additional policies for RFPL recommended by SALS which the Director is researching.

Director shared Mahoney Notify-Plus proposal for Library Interior CCTV monitors with audio and enhancing the security system, tabled.

## **XII. Date of future Board Meeting;**

July 18, 2023 at 6:30 pm.

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

Patron requested to record future board meetings, the Director responded with recommendation for GOTO meeting. Patron inquired about more information about serving on a comprehensive Strategic Planning Committee, the Director will place an informational link on the library website about Strategic Planning from SALS. Pat Lewandowski was thanked for her service.

**XIII. Date of future Board Meeting:** Tuesday, July 18, 6:30 p.m.

**XIV. Other business**

July meeting focus: Strategic Planning timeline, Lawyers review of Statement on Book Bans, Collection Development, RFPL for hiring an auditor, continued discussion on an amendment to the Board of Trustee Meetings Policy. Director is further researching additional policies recommended by SALS, Discussion about hiring a treasurer.

Josh Jacquard made a motion to adjourn the meeting, seconded by Kathleen Mitchell at 8:36 pm