

Rockwell Falls Public Library Meeting Minutes

July 18, 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, July 18, 2023 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Kathleen Mitchell, Josh Jacquard, Janet Silburn, Kathleen Jones, Director Courtney Keir, Guest-Tammy Priest from DeLorenzo & Associates.

I. Pledge of Allegiance

II. Adoption of agenda

Motion was made by Josh Jacquard to adopt the agenda, seconded by Janet Silburn, carried.

III. Approval of prior meeting minutes

Minutes from the June 2023 Board Meeting were amended to clarify that Pat Lewandowski partially read her letter of resignation. FOIL requests were clarified for the June 2023 minutes. Motion was made by Kathleen Mitchell to approve the prior meeting minutes, seconded by Josh Jacquard, carried.

IV. Period for public comments

Public is given 15 minutes/2 minutes per individual at the beginning and end of the Board meeting, an abridged Privilege of the Floor was reviewed with priority given to Hadley Luzerne School District residents. Comments: FOIL request clarification, checks written from Library checking account, cost of heating season, National Coalition for Censorship letter was partially read, missing June minutes from library website, public discussion about Budget, concern about banning books, standing during pledge, complaint about reception from director regarding FOIL requests, inquiry about Certificate of Deposits in library's name.

V. Treasurer/Finance Officer

Tammy Priest, library treasurer from DeLorenzo explained the bill paying process. DeLorenzo supplies a spreadsheet of bills each month. Bills approved by the Board then go to Tammy who creates a warrant, checks get printed, warrants and checks are sent back to VP of Finance to review, then checks are sent out. The library credit card receipts are broken down according to expenditures. Preparation for external audit is in process.

July Bills: Brodart \$7.64, Brodart \$36.87, Brodart \$513.93, Brodart \$248.75, Brodart \$98.47, Brodart \$203.88, Brodart \$140.57, Brodart \$15.80, Brodart \$148.58, Brodart \$74.10, Brodart \$153.00, Brodart \$60.45, North Country Janitorial \$30.95, NYS Insurance Fund (Workers Comp.) \$701.20, SALS \$1,240.96, DeLorenzo & Associates Quickbooks subscription \$55.00, DeLorenzo & Associates June Bookkeeping \$120.00, Modern Marketing \$343.13, Electronic Office Products \$169.95. Total July Bills \$4,363.23, Somerset Credit Card \$1,141.70, balance is not shown on the statement, VP of Finance will research other credit cards. Janet Silburn made a Motion to approve the warrants, seconded by Josh Jacquard, carried. Current board members' signatures for checks are being updated with the bank.

VI. Directors Report

Morale and ongoing harassment issues of staff expressed by the Director, concerns that patrons have banking details including dates and check numbers, an investigation was requested. Heated dialogue between Board members and Director regarding Board Policies led to a Motion being made by Kathleen Mitchell to remove the Director from the meeting, seconded by Josh Jacquard. No vote was taken.

VII. Old Business

Tammy will work with the VP of Finance to research if the penalty assessed by the NYS Disability Insurance can be rescinded.

Josh Jacquard made a motion to adopt a policy that all construction and maintenance projects for the library will be posted on the library website and social media with local entities invited to submit quotes, seconded by Janet Silburn, carried

Northeast Insulation quote received, inviting quotes from local firms. Green Jobs and Green NY report will be posted on the website & Social Media by the Director.

Tax exempt status of the Rockwell Falls Library confirmed by Library Lawyer and SALS.

Kathleen Mitchell made a Motion to adopt the Purchasing Policy, seconded Kathleen Jones, carried.

A Motion was made by Josh Jacquard to amend the Board of Trustees Meeting Policy previously adopted and will now read "Meeting participants are asked to await recognition from the board president." seconded by Kathleen Mitchell, carried.

A Motion was made by Kathleen Mitchell to approve the Library Collection Building Policy and was seconded by Kathleen Jones, carried. Potential future amendment.

Josh Jacquard made a Motion to approve a Request for Proposal (RFP) for an outside audit, seconded by Janet Silburn, carried. Kathleen Mitchell will distribute RFP's.

Josh Jacquard reviewed his research about the cost of holding future elections at the library. Report will be placed on the library website by the Director. Holding an election at the library will cost the library more money. Further discussion will take place at the September meeting.

Sue Wilder 2023 Hadley Lake Luzerne calendar will be shared by the library staff.

VIII. New Business

Josh Jacquard made a Motion to accept Pat Lewandowski resignation tendered June 20, 2023, effective June 21, 2023, seconded by Kathleen Mitchell, carried.

Election of Board Officers: Janet Silburn made a motion to elect Josh Jacquard as VP of Finance, Kathleen Jones as Vice President, Janet Silburn as President and Kathleen Mitchell as Secretary, seconded by Josh Jacquard, carried.

Josh Jacquard made a motion to appoint Jason Hall the next board member, seconded by Janet Silburn, motion did not carry. Continued discussion tabled for August.

Kathleen Jones made a motion to adopt the *Resolution against Book Bans*, seconded by Janet Silburn. Discussed amending the resolution so it reads “access books in this library and other SALS libraries”. Josh Jacquard will compare the *Resolution against Book Bans* with the *Reconsideration Policy*. Kathleen Jones will research whether other SALS libraries have adopted the *Resolution against Book Bans*. No vote was taken.

Library Hosting Ideas developed by Kathleen Jones and Josh Jacquard including outdoor movie night, book tasting, lego themed event, murder mystery night based on a book, Hadley Luzerne Reads community wide books possibly in collaboration with the school. Ideas will be shared with Amanda & Courtney.

Josh Jacquard made a motion for the Director to list the following projects on the library website and social media to obtain quotes, seconded by Kathleen Jones. Green Jobs Green NY Report Recommendations estimates: Interior Lighting Retrofit (\$3,735.00), Improve Temperature Control (\$800.00), Insulate Building Envelope (\$35,657.00), Insulate Heating and Domestic Hot Water Pipes (\$171.00), additionally Painting Touch-Ups, carried.

Janet Silburn will consult with the Library Lawyer and Director of SALS about the legality of installing interior CCTV monitors and potential conflict with the Patron Confidentiality Policy.

IX. Date of future Board Meeting;

Tuesday, August 22, 2023 at 6:30 pm.

X. Other business

Upcoming policies: Kathleen Jones will review Credit Card policy, Patron Code of Conduct Policy, Josh Jacquard will review Correspondence Policy, Janet Silburn will review Records Retention Policy, Courtney Keir will review Meeting Room Usage Policy

and Form, Kathleen Mitchell will review the Harassment Policy which may need more specific language and has reviewed existing policies with corrections forwarded to the Director to update on the website. The Technology Usage Policy is tabled until August.

Individuals interested in the development of the Strategic Plan will be invited to the August meeting. Janet Silburn will invite Erica to schedule a trustee training meeting about the Strategic Plan.

XI. Period for Public Expression

Comments: Three patrons requested a special election for future board member seat, Suggestions: board meet with library employees, hosting a Lego movie night. Jason Hall introduced himself and his interest in becoming a board member. Complaint about treatment by Director, patron stated Director gave banking information to Patron for FOIL request, concern about insubordination of Director exhibited tonight, patron stated Director may have refused mail mailed directly to library after post office box opened, patron takes exception to the attacks towards library staff, patron questions Josh Jacquard's use of 'transforming', patron read quote from past President Obama about freedom of expression and importance of librarians to provide an open reading environment for all.

Kathleen Mitchell made a motion to close the open meeting at 9:02 pm, seconded by Kathleen Jones, carried.

XII. Executive Session

A motion was made by Janet Silburn to open the Executive Session at 9:08 pm, seconded by Josh Jacquard.

A motion was made by Janet Silburn to close the Executive Session at 9:21 pm, seconded by Josh Jacquard, carried

A motion was made by Janet Silburn to open the Public Meeting at 9:22 pm, seconded by Josh Jacquard, carried.

A motion was made by Kathleen Mitchell to hire Green Acres for Property Maintenance Services for the Library for \$325.00 per month beginning July 1, 2023-July 1, 2024, seconded by Janet Silburn. Green Acres will purchase the Calcium Chloride on behalf of the library and charge the library for the purchase. The Library will purchase a plastic garbage can in October for storage of the Calcium Chloride, motion carried.

Janet Silburn made a motion to adjourn the meeting at 9:34 pm, seconded by Josh Jacquard, carried.