

**Rockwell Falls Public Library**  
**Meeting Minutes**  
**August 22, 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, August 22, 2023 at Rockwell Falls Library. A roll call was conducted, the following Trustees were present: Janet Silburn, Josh Jacquard, Kathleen Mitchell, Guest-Erica Freudenberger from SALS. Absent: Kathleen Jones, Director Courtney Keir

**I. Pledge of Allegiance**

**II. Adoption of agenda**

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

**III. Approval of prior meeting minutes**

Motion was made by Josh Jacquard to approve the prior meeting minutes, seconded by Janet Silburn, carried.

**IV. Period for public comments 1:21:47**

15 minutes/2 per individual, Privilege of the floor: Stand, move to the front of the room, address the board as a whole. Questions may be asked, if answers are not immediately available, research will be undertaken and a written response will be provided at the earliest opportunity. Priority will be given to residents of the Hadley Luzerne School District. The Period for public comment is the only time which it is appropriate and acceptable for comments or questions to be made from the floor. All other times the public is asked to remain silent. The public is asked to limit themselves to one comment. Comments: Request to fill the current open board position with Jason Hall, concern about keeping books out of the library which is censorship, concern spending mismanagement, who to hand FOIL request into, Hadley Youth Program summary, Correspondence being read, why the new budget has not been shared with public, request that the library, 1099's, signature on letter, bid process, accident insurance, 1:02:28

**V. Treasurer/Finance Officer 57:17**

SALS JA \$316.27, DeLorenzo (June bookkeeping) \$120.00, DeLorenzo (payroll processing) \$276.00, DeLorenzo (July Quickbooks) \$55.00, DeLorenzo (July bookkeeping, board meeting & 1099/W9 phone consultation) \$300.00, Brodart (books)\$1,175.56, National Grid \$505.25, Jack Hall Plumbing & Heating (central air &

drip pan) \$250.38, Jack Hall Plumbing & Heating (empty pan inspection), \$234.00, Mahoney (alarms) \$85.50, North Country Janitorial (rugs) \$30.95, New York State Retirement System (employer contribution) \$7,586.00, Electronic Office Products (printer lease) \$117.03, Somerset (credit card) \$1,560.83, Town of Lake Luzerne (water) \$150.00, Utica National (Insurance) \$1,747.00, Green Acres (grounds maintenance) \$325.00. Total Bills \$14,834.77. Kathleen Mitchell made a Motion to approve the bills, seconded by Janet Silburn, carried.

Board member signatures are in process of being registered with the bank. Questions about the budget are noted. An audit as well as other unexpected expenses may need to be added to the budget. Research with Robert and Tammy in the next month regarding the process for forming a budget and the public's participation in the process.

## **VI. Directors Report 51:19**

*Programming*-Summer reading has finished, Autumn programming is being sourced. Successful summer collaboration with the Hadley Youth organization.

*Collection Development*-hundreds of new books are arriving and being processed.

*Building and Maintenance*- Waiting to hear from weatherization companies for quotes. Issues (7/26/2023) with AC unit in second half of library, condensation is causing leaking from the catch pan and was serviced twice in the last month. Jack Hall stated replacement will cost approximately \$10,000. Back of the building unit was replaced. Per Mr. Lewandowski-either system was low on freon therefore the system was not charged properly when started up or there is a leak in the system. Director will follow up with Jack Hall.

*Financial*-Number of FOIL requests may need to become a line item on this year's budget.

## **VII. Old Business 45:06**

*Disability Insurance*-Director will update the board about the penalty at the September meeting.

Four construction projects have been listed on the library website under WHAT's NEW and social media inviting local entities to submit quotes. There is a link to a partial summary of the NYSEDA Green Jobs Green New York document available on the library website to be used as a reference.

*Collection Building Policy* amendment is not recommended by Sara Dallas, add a form to the website for patrons to request or suggest material be added to the library.

*Book Ban Policy/Right to Read*-awaiting Kathleen Jones presence to discuss research on the policy.

*Reconsideration Policy*-discussed formation of a committee, someone from SALS, and members of the community when a request is made to reconsider books or programs in

the library. A motion was made by Josh Jacquard to amend the reconsideration policy and seconded by Janet Silburn, carried. Discussion will continue through email among board members.

Review of Audit bids, only one bid was received, seven firms were contacted. One firm, Bryans & Gramuglia provided a proposal \$13,500.00 for the year ended June 30, 2023. A motion was made by Kathleen Mitchell to hire the Bryans & Gramuglia to conduct an audit for the year ended June 30, 2023, seconded by Janet Silburn, carried.

Awaiting the legal opinion regarding future general elections held at the library, research will continue.

Election/Selection of new board member, recommendations from the lawyer include Options: 1) Hold a new election which is considered extensive, time consuming and expensive, 2) Reach out to prior board members due to familiarity with library business and function, 3) Interview interested candidates and make a selection, 4) Fill the position with the person who received the next number of votes. Josh Jacquard made a motion to place Janet Silburn, carried. Jason Hall will be installed as the new board member in the September board meeting.

Library security was discussed-A quote from Mahoney upgrading Alarm Control Panel (\$860.00) which is required to Install wireless panic devices (\$125.00 each), Wireless wearable pendant (\$50.00 each). A quote was received from Center for Security for 8 dome cameras for (\$6,245.00) to upgrade the existing camera system. Any information audio or visual is protected under the same laws as Patron confidentiality, any product of the interior cameras is protected and becomes property of the library. Director will contact the Center for Security to request an amended quote which also includes audio service.

#### VIII. New Business

A motion was made by Kathleen Mitchell to approve professional development funding for the Director and Youth Services Library Assistant to attend the NYLA meeting, seconded by Janet Silburn, carried.

Strategic Plan presentation by Erica Freudenberger about the community based and community focused planning process. All libraries in New York State are required to have a Strategic Plan. Align resources to achieve a shared vision and goal integrating community aspirations. Conversations to gather information from groups such as school board, rotary, elks, scouts, town board, interfaith council who work together long term to achieve certain goals. Create a planning committee involving: library director, board

member, and a couple of members from the community. Involves a 6-8 month commitment, once data is collected, top 3 broad themes are identified. Interested community members were asked to remain after the meeting and report back to the board at the September board meeting.

**IX. Date of future Board Meeting** Tuesday, September 19, 6:30 p.m.

Board meetings will take place Tuesdays, October through March meetings at 6:00 pm, April through September meetings at 6:30 pm.

**XI. Period for Public Comment**

Community member referenced book banning and asked what book in the library had pictures with naked people in it. Board member Jacquard responded “it was a book that teaches children about different ways to have sex, that’s what the book was and that’s inappropriate”. Ms.Freudenberger from SALS attempted to speak saying “hold on, wait, just a moment” and 5 times Board member Jacquard said “no, you are just like a member of the public, you are not on the this board, you are a guest of the board”, Board member Jacquard later stated to the community member “and last time time you compared me to hitler, go sit down”, “you are not a board member, you are out of line” to Ms.Freudenberger from SALS.

**XII. Executive Session**

XIII. Adjournment

Kathleen Mitchell made a motion to close the meeting at 7:50 pm, seconded by Janet Silburn, carried.

Question and answer period with Ms.Freudenberger