

Rockwell Falls Public Library
Meeting Minutes
September 19, 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, September 19, 2023 at Rockwell Falls Library.

I. Pledge of Allegiance

II. Adoption of agenda

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

III. Approval of prior meeting minutes

A motion was made by Janet Silburn to approve the prior meeting minutes, seconded by Kathleen Mitchell, Josh Jacquard and Janet Silburn opposed the motion. A Motion was made by Josh Jacquard to amend the prior meeting minutes, seconded by Janet Silburn, Kathleen Mitchell and Kathleen Jones opposed, the motion did not carry, .

IV. Roll Call

A roll call was conducted, the following Trustees were present: Jason Hall, Kathleen Mitchell, Janet Silburn, Josh Jacquard, Kathleen Jones, Director Courtney Keir arrived late.

V. Installation of new board member

Oath of Office for the new Trustee of Rockwell Falls Public Library was given to Jason Hall whose term expires June 30, 2024. The Oath will be filled with Warren County, New York.

VI. Treasurer/Finance Officer

SALS JA \$316.27, DeLorenzo July Quickbooks \$55.00, DeLorenzo bookkeeping \$460.00, Somerset Credit Card \$3,148.30, National Grid \$272.00, North Country Janitorial \$30.95, Electronic Office Products \$132.35, Brodart \$2,710.57, Lone Oak Publishing Co. \$15.00, W.B. Mason \$95.75, Hoopla \$15.86, Green Acres \$325.00. Total Bills \$7,577.05 Checking account balance prior to paying September bills \$186,831.48. All receipts from credit card purchases will be included with the credit card statement. A Motion to approve payment of bills was made by Jason Hall, seconded by Janet Silburn.

VII. Director's Report

The Library Assistant has resigned effective at close on Saturday, September 23, 2023, a replacement will be hired through Civil Service.

VIII. Old Business

NYS Disability Insurance lapsed, a form was mailed to the lawyer 9/7/2023 to get the \$571.02 penalty waived, due to a change of address. Additional information was needed from the Director who has refused to provide the additional information to the lawyer because the Director stated the information was being legally used against the Director.

A quote was received from Northeast spray foam for \$35,657 to insulate the Building Envelope. Director reported awaiting quotes from SOL and previously reported in April 2023 Director's report awaiting a quote from Epic after an Appointment 4/11/2023. Discussed exploring possible grants to pay for building insulation. A quote was received for replacement of the A/C from: Jack Hall for \$9,885.00 & from: Simons \$11,203.00. A written report from Jack Hall regarding the state of the A/C unit and consequences of not replacing the unit immediately needs to be requested by the Director. Money is available in the budget for emergency building repairs.

Kathleen Jones presented research, summarizing the American Library Association's Library Bill of Rights and recommended that the board pass the Resolution against Book Bans and place it on the RFPL website. Kathleen Mitchell made a motion to adopt the Resolution Against Book Bans, seconded by Janet Silburn, carried.

Records Retention Policy provided by the Director defines how long RFPL should keep certain types of documentation following what NYS recommends. The Board will seek the lawyers' counsel regarding the length records are legally required to be retained v.s. recommended to be retained and impact to FOIL requests prior to the board considering a vote. RFPL documents have been digitized on the google drive since 2017 per the Director.

A Motion was made by Josh Jacquard to amend the Purchasing Policy to include a section on *Insurance* and *Tax* and was seconded by Kathleen Jones, carried

A Quote for Interior CCTV monitors without audio was received from the Center for Security for \$6,245.00 with applicable tax, for 8 cameras, storage, audio. Mahoney provided a quote Installation of a Surveillance System \$13,195.00, upgrade of the Alarm panel \$860.00, 3 Wireless Panic buttons \$150.00, Wireless Panic Button \$125.00 for a total of \$1,135.00. Director will research the total monthly cost and the new bill for the upgrade of the Alarm panel, 3 Wireless Panic buttons & Wireless Panic Button monthly for the Mahoney units and share with the board.

IX. Personnel

Amanda Hoffman, Library Assistant/Youth Service Coordinator has resigned effective September 23, 2023. Kathleen Mitchell made a motion that the Director hire a part time person for 30 hours/week at \$17.10 per hour for the Library Assistant/Youth Service Coordinator, seconded by Janet Silburn, carried.

Josh Jacquard has withdrawn from the office of VP for Finance for the RFPL.

X. New Business

A report from the Strategic Plan Committee was presented by Xanath Bailey. The committee will meet on a bi-weekly basis. Community stakeholders will be invited to meet with the Strategic Plan Committee with the goal of working together to allow resources to be shared. Jason Hall will act as the Board representative.

Formation of a Finance Committee Jason Hall will chair and members of the public are invited to volunteer.

XI. Date of future Board Meeting: Tuesday, October 17, 6:00 p.m.

October priorities: Reconsideration Policy, Correspondence Policy, Bill Paying Policy, Records Retention Policy, Library Bill of Rights.

XII. Period for public comments - 30 minutes/2 per individual

Review of abridged Privilege of the Floor, Stand, move to the front of the room, address the board as a whole. Questions may be asked. If the answer to the question is not immediately available, research will be undertaken and a written response provided the earliest opportunity. Priority will be given to residents of the Hadley-Luzerne Central School District. Individuals are asked to limit themselves to ONE comment only.

Forged Document per a FOIL request was discussed. Janet Silburn asked the Director to contact the Police, to request a case number which will be shared with the lawyer and the Director refused to make a police report, Janet Silburn will contact the lawyer.

Support of the Resolution against the Book Ban, FOIL request has not been received from the FOIL request officer, questions about who is the FOIL request officer, request for public address system, why a \$40,000. CD was cashed in to pay for shelving \$33,346.14 which was drawing interest instead of paying from the checking account. Pat Lewandowski, prior VP of Finance reported "the CD was voted on by the previous president to take it out of the CD instead of taking it out of the account of the library. The check was for \$33,346.14, cashiers check from Glens Falls National." The original CD was for \$40,000. "The rest of the change from this check went into the other CD, we have another CD at the bank." "The board voted on that way back when Stephanie was president, we voted on that." Board's job is to represent the public and protect the

access to the library, not about personal opinions. Reconsider the rest of the Library Bill of Rights recommendations. Move books to another area for 18 years and younger to protect children. Parents should make decisions about what books their children read. Why FOIL requests haven't been addressed. Where are books about guns, hunting safety, skinning animals. Appreciation for the public comment area at the end. Jean Cislek- "To answer the question about the CD, I did look it up, in November 2022 there was a roof redone and there was a grant, the grant was delayed, so they cashed a CD to pay for the grant \$35,899.00, so it went to the roof. That is the CD that Mrs. Lewandowski said that Stephanie Lansburg okayed." Per Janet Silburn, there were 3 CD's that the library had, one was cashed in in May 2023 to make payment for shelving, Per the Director-A cashier's check came directly out of the regular account for the shelves, the CD was the roof.

XIII. Adjournment

Janet Silburn made a motion to adjourn the regular session of the meeting at 9:00 pm, seconded by Josh Jacquard, carried

XIV. Executive Session

Janet Silburn opened the Executive Session at 9:08 pm.

Kathleen Jones made a motion to close the Executive Session at 9:44 pm, seconded by Josh Jacquard, carried.

Janet Silburn opened the Regular session of the board meeting at 9:45 pm,

Jason Hall made a motion to close the Regular session at 9:45 pm of the meeting, seconded by Kathleen Jones, carried.