

**Rockwell Falls Public Library**  
**Meeting Minutes**  
**October 17, 2023**

**Call to order and Roll call**

Janet Silburn called to order the regular meeting of the Rockwell Falls Public Library at 6:06 p.m. on Tuesday, October 17, 2023 at the Rockwell Falls Public Library. A roll call was conducted, the following Trustees were present: Jason Hall, Kathleen Mitchell, Josh Jacquard, Janet Silburn. Absent: Kathleen Jones.

**I. Pledge of Allegiance**

**II. Adoption of agenda**

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

**III. Approval of prior meeting minutes**

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

**IV. Treasurer/Finance Officer**

DeLorenzo & Associates (quickbooks) \$60.00, DeLorenzo & Associates (bookkeeping) \$220.00, DeLorenzo & Associates (payroll processing) \$322.00, North Country Janitorial \$30.95, Electric Office Products \$100.20, Spectrum \$0.60, Lone Oak Publishing (ad) \$120.00, Lone Oak Publishing (ad) \$15.00, Teddy Walker (cleaning) \$384.00, ADK Lock \$352.00, Somerset (credit card) \$390.00, Green Acres (lawn care) \$325.00. Total Bills \$2,319.75, Bank Balance \$172,006.12

Motion was made by Kathleen Mitchell to approve payment of bills, seconded by Janet Silburn, carried.

Recommended Autopay bills: National Grid, Spectrum, Mahoney, Insurance, North Country Janitorial, Electronic Office Products.

Motion was made by Janet Silburn to approve the Bill Paying Procedure, seconded by Josh Jacquard, carried.

## **V. Personnel**

Five candidates have applied for Library Director/Manager advertised since Oct. 6, library is not obligated to utilize the Civil Service list because there are fewer than 3 individuals on the Civil Service List; both candidates on the Civil Service list were contacted.

Trish Nettinger from Civil Service is contacting individuals on the Library Assistant/Library Clerk Civil Service list to see if they are interested, the library cannot move forward until the candidates on the Civil Service list have been exhausted. The Civil Service exam for Library Assistant/Library Clerk is on December 9th. Jason Hall will chair the search to fill the vacant positions and define the search criteria.

Motion was made by Kathleen Mitchell to increase the hourly rate of the Interim Library Assistant, Claire Spivak, for 30 hours a week at \$17.10 per hour, seconded by Janet Silburn, carried.

Motion was made by Josh Jacquard to increase the hourly rate of the Interim Library Assistant, Claire Spivak, for 40 hours a week at \$19.25 per hour effective immediately, until a new Library Director is hired and begins working, seconded by Jason Hall, carried.

## **VI. Old Business**

The NYSI Disability Insurance matter is now with the library's attorney. Claire is working through files to find information for the lawyer to rescind the penalty.

Sara Dallas from SALS recommended additional Liability Insurance coverage for employees including board members which was strongly supported by Robert Schofield, library lawyer. Insurance will cover costs for litigation and lawsuits. Current Liability insurance coverage needs to be explored and whether there is a need for additional coverage. Quote from Upstate Agency effective September 1, 2023 at a cost of \$883.00 (quote is valid for 30 days, starting October 2).

Discussed A/C quotes from Simons \$11,203.00 and Jack Hall \$9,885.00. Josh Jacquard will research an additional quote and clarify work that needs to be completed.

Insulation quote received from Northeast Insulation \$35,000.00 based on NYSEDA Clean Energy Report, RFP process and/or utilization of the state list required, determined future responsibility of Library Manager.

Lawyer advised a credit card is not best practice for civic institutions and RFPL should not carry a debt balance anywhere. Janet Silburn ordered a debit card from the bank,

discussed who should hold it, have access to and how the password is identified. A Purchasing Card was recommended which does not allow utilization of an ATM machine.

A Motion was made by Kathleen Mitchell to adopt the Patron Code of Conduct Policy, seconded by Janet Silburn, did not carry.

A Motion was made by Kathleen Mitchell to adopt the Library Bill of Rights from the American Library Association and placed on the RFPL website, seconded by Janet Silburn, did not carry.

Book suggestion form will be placed on the RFPL website as part of the drop down fill in menu.

## **VII. New Business**

Strategic Planning committee met October 11, 2023, abided by SALS guidance and will withhold official activity until a new Director is in place. Committee determined value in an organized trained volunteer program for the future. Due to safety & liability concerns, the committee stated a minimum of 2 staff members in place for the library to be open for meetings. Discussed whether an extension to complete and file the Strategic Plan is necessary, board recommended reaching out to Erica at SALS regarding the extension process.

RFPL was advised that audio recordings are illegal inside the library.

Jason Hall will research with Mahoney any additional maintenance costs in addition to \$860.00 for Control Panel Upgrade, \$125.00 for the purchase and installation of a Wireless Under Desk Panic Switch and \$150.00 for three Wireless Wearable Pendants.

Finance committee has been formed and chaired by Jason Hall. Peter Brady has volunteered to join the finance committee. An amended budget needs to be discussed and developed to absorb potential additional costs-**Approved**: Audit \$13,500.00 to begin November 2023; Wireless Panic Devices \$1,135.00 - Unapproved: Liability Insurance \$883.00, AC Replacement \$9,885.00, Insulation \$35,65.007, Video recording equipment \$TBD).

**VIII. Date of future Board Meeting: Tuesday, November 21, 6:00 p.m.**

## **IX. Period for public comments**

30 minutes/2 per individual, Review 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 at the earliest opportunity. Priority will be given to residents of the Hadley-Luzerne Central School District.

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.

Clarification about the October meeting date, Questions: about the missing receipts from the last treasurer's report; why Teddy Walker is receiving a regular check without accompanying documentation; which board member is the new FOIL request officer. Letter regarding banning a patron from library, request for recording & minutes from the September 23, 2023 meeting. Question: when banning letter was adopted and a request for signatures of board members who signed the banning letter.

Reconsideration for support of Library Bill of Rights as a statement of purpose for RFPL, request for video recording of board meetings and support for panic buttons, appreciation for transparency of the board, support for the board, questions about unaccounted money an audit is pending, question about background check for new Director, need for detailed receipts, missing receipts from the last treasurer's report regarding the credit card, lack of response to FOIL requests.

## **X. Adjournment**

Janet Silburn made a motion to adjourn the regular session of the meeting at 7:53 pm, seconded by Kathleen Mitchell, carried.

## **XI. Executive Session**

Janet Silburn opened the Executive Session at 7:58 pm.

Kathleen Mitchell made a motion to close the Executive Session at 8:31 pm, seconded by Janet Silburn, carried.

Janet Silburn made a motion to open the Regular session of the board meeting at 8:32 pm, seconded by Jason Hall, carried.

Janet Silburn made a motion to close the Regular session of the board meeting at 8:33 pm, seconded by Jason Hall, carried.

