

Rockwell Falls Public Library

Board of Trustees meeting minutes

Dec. 19, 2023

Attended by Rosemarie Gardener, Jason Hall, Margaret Hartley, Josh Jacquard, Ted Mirczak. Also in attendance: Counsel Robert Schofield and library clerk Claire Spivak

Administration of Oaths of Office

Library attorney Robert Schofield administered the oath of office to new Board of Trustees members Rosemarie Gardner, Margaret Hartley and Ted Mirczak.

Call to order and election of temporary chair

Ted Mirczak nominated Margaret Hartley as temporary chair of the meeting, Jason Hall seconded, carried.

Pledge of Allegiance

Introduction of new trustees

The three new trustees provided some brief introductory remarks for the audience.

Election of officers

Motion from Jason Hall to elect Josh Jacquard board president, seconded by Josh Jacquard, did not carry.

Motion from Rosemarie Gardner to elect Ted Mirczak board president, seconded by Margaret Hartley, carried.

Motion from Ted Mirczak to elect Josh Jacquard vice president, seconded by Jason Hall, carried.

Motion from Margaret Hartley to elect Rosemarie Gardner vice president of finance, seconded by Ted Mirczak, carried

Motion from Rosemarie Gardner to elect Margaret Hartley secretary, seconded by Josh Jacquard, carried.

Hartley turned the meeting over to new board president Ted Mirczak.

Approval of October minutes

Motion from Jason Hall to approve the minutes of the October meeting, seconded by Margaret Hartley, carried.

Approval of check register/financial reports

Josh Jacquard presented a spreadsheet of current bills, minus those on autopay, that need to be paid:

Electronic Office Products (11/1/23) \$61.80; Electronic Office Products (12/1/23) \$60.38; Spectrum (phone and internet) \$119.97; SALS (Sept JA fees) \$316.27; SALS (patron barcode labels) \$24.39; SALS (Oct. JA fees) \$316.27; SALS (Nov. JA fees) \$316.27; New York Fire and Security, \$101.60; Spectrum (Nov.) \$120.57; Spectrum (Dec.) \$119.97; NYS Insurance Fund, \$456.17; Delorenzo & Associates (Oct. bookkeeping and other items) \$202.50; Delorenzo & Associates (Oct. Quickbooks subscription) \$60; Delorenzo & Associates (Nov. Quickbooks) \$60; Delorenzo & Associates (Nov. bookkeeping) \$67.50

Total bills: \$2,403.66

Josh Jacquard explained for the new board members the bill paying process, including the role of the library's treasurer, Tammy Priest, bookkeeping firm Delorenzo & Associates, and the role of the VP of Finance.

Motion from Jason Hall to approve outstanding bills as presented, seconded by Josh Jacquard. Discussion of missing bill from North Country Janitorial; Josh Jacquard or Rosemarie Gardner will follow up. Motion carried.

Old Business

Discussion about applications for library manager. Five people had applied for the position before board business was suspended because of a lack of quorum. Jason Hall explained that the board was able to seek applicants from outside the Civil Service list because the two people on the list were not interested in the position. Ted Mirczak said he would reach out to the five applicants to gauge whether they are still interested in being considered for the position.

New Business

Discussion about adding certain recurring bills to the list of pre-approved bills, so that payment are made automatically.

Motion from Jason Hall to add telephone and internet (currently Spectrum); lawn care and snow removal (currently Green Acres); and payroll (includes all staff and Teddy Walker, who cleans the library) to the pre-approval list. Seconded Margaret Hartley. Carried.

Ted Mirczak related a conversation he had with Sara Dallas, director of SALS, regarding required training for the three new trustees as well as Jason Hall, who was also recently appointed to the board. Josh Jacquard said he would attend to fulfill trustee obligation for two hours of training per year. Ted will contact SALS or State Library Board to set up a training time.

Josh Jacquard reported that the NYS Retirement list needs to be updated to remove people no longer employed by the library, and said he'd forward the information to new board president Ted Mirczak. And he noted that the new president and VP of finance would need to file signature cards with the library's treasurer.

Public Comment

A member of the public thanked both the elected and appointed board members for being willing to serve. Question on who the FOIL officer is; Ted Mirczak said there is not currently but will report back as soon as the library has one. Lake Luzerne town councilman expressed willingness to help represent library needs to the town. Person attending the meeting remotely congratulated the new board

members, and thanked all the trustees for their service. Representative of the Hadley Business Association noted that the association donates Christmas trees to represent town nonprofits in the park on Rockwell Street, and said that after standing empty, the library tree had been decorated by neighbors and friends of the library. She noted that Maple in April is scheduled for April 27, 2024, and asked the Library to have a booth at the event.

Executive Session

Motion by Jason Hall to move to executive session to discuss candidates on file for the library manager position. Seconded by Rosemarie Gardner, carried.

Board moved to executive session at 6:35; returned to public session at 7:10

Adjournment

Motion by Josh Jacquard to adjourn, seconded by Jason Hall, carried.