



Board of Trustees meeting minutes

Feb. 20, 2024

Attended by Rosemarie Gardener, Margaret Hartley, Josh Jacquard, Ted Mirczak. Also in attendance: Library clerk Claire Spivak. Absent: Jason Hall

Presiding: President Ted Mirczak.

Ted Mirczak called the meeting to order at 6 p.m. After the Pledge and a roll call, Josh Jacquard moved to adopt the agenda. Seconded by Margaret Hartley, carried.

Appointment of Library Manager

Margaret Hartley moved to adopt a board resolution naming Marion Allan as Library Manager effective Feb. 27, 2024. Josh Jacquard seconded, carried. The board and public present applauded and Ted Mirczak invited Marion Allan to join the board at the table.

Approval of minutes

Motion was made by Josh Jacquard and seconded by Rosemarie Gardner to approve the minutes of the Jan. 23, 2024, regular board meeting. Carried.

Motion was made by Margaret Hartley and seconded by Josh Jacquard to approve the minutes of the Jan. 30, 2024, special board meeting. Carried.

President's Report

Ted Mirczak noted that hiring a library manager was just the first step in returning to a smoothly functioning library. He said the library will open to the public on March 1, 2024.

Mirczak noted that the library's attorney, Robert Schofield of Whiteman, Osterman & Hanna, has been placed on retainer, which will significantly decrease the library's legal expenses. He said the Strategic Planning Committee will be starting again and invited anyone interested in serving to contact him. He noted that the trustees are undergoing required training, including trustee training through SALS and a state-mandated sexual harassment training. He said he will create a training spreadsheet for the board. Finally, Mirczak said the board has decided to continue holding its annual election for trustees through the Hadley Luzerne Central School District.

VP of Finance Report

Rosemarie Gardner reported expenses of \$3,175.01, including \$487.50 to DeLorenzo and Associates for bookkeeping; \$377.46 to SALS for the January JA fee and sexual harassment training for board members; \$45.37 to Midwest Tape for Hoopla; \$325 to Green Acres for February maintenance; \$490 to Waterhouse Fuel for February fuel bill; \$119.97 to Spectrum for phone and internet; \$500 to Whiteman, Osterman & Hanna for quarterly retainer; \$829.51 to SALS for the 2024 Overdrive contribution.

Gardner reported deposits of \$390 from Somerset Trust and \$115.54 from the State Insurance fund.

Motion was made and seconded to pay bills. Carried.

Gardner noted that in the past CDs sometimes were automatically rolled over into a 12-month CD, not optimizing interest rates. She noted that interest rates are higher now, and both of the library's CDs mature in April. She recommended the board decide at its March meeting what length of CD to reinvest in.

Josh Jacquard suggested the board develop a policy on handling CDs and offered to draft on for consideration at the March board meeting.

Gardner reported that she has gathered all required documents for the financial audit 2022 to send to the auditor. She said she has nearly completed gathering the extensive information necessary for the annual report, which will be sent to SALS before it goes to the state. She noted that SALS has been very supportive, and although RFPL is out of compliance because of being closed and having no manager, the state will note a variance and filing the plan will put us back into compliance.

Secretary's Report

Margaret Hartley reported that she attended two of SALS's library advocacy week sessions, which were Zoom calls with various state representatives designed to solicit support for increased state funding of public libraries.

Old Business

Ted Mirczak shared a draft of a key policy which seeks to designate and document control of all keys, including to the library, manager's office, post office box and the trustee file cabinet. Josh Jacquard requested that the policy make explicit that although not all board members will have a key to the trustee file cabinet, none shall be denied access to documents held there.

Mirczak said he'd share the policy with counsel and have a new draft for the March meeting.

Discussion of the status of FOILS was postponed because of the absence of trustee Jason Hall.

New Business

Mirczak noted that four trustees were appointed to serve through June 30, 2024, meaning that there are four positions up for a vote in May, as part of the school district budget vote. Mirczak said the board will share petitions and guidelines for running for library trustee on the library website for any interested party.

Motion was made by Ted Mirczak and seconded by Margaret Hartley to adopt a resolution to notify the clerk of the Hadley-Luzerne School District of the board's intention to hold an election to fill four trustee seats at the district's annual budget vote on May. 21, 2024. Carried.

Public Comment

Question was raised about how many 1099s RFPL sent out in 2023 and if there was a penalty for not addressing the expiration of a CD. Comment about gratitude for the work of the board and its efforts to reopen the library. Comment praising the demeanor of the board and wondering whether the library might use momentum around the reopening and the support of the community to launch a fundraising campaign. Comment welcoming Marion Allan.

Executive Session

Ten Mirzack moved at 6:40 p.m. to adjourn to executive session to discuss staffing and salary issues. Seconded by Rosemarie Gardner, carried.

Board came out of executive session at 7:19 p.m. Motion was made, seconded and carried at 7:22 p.m. to return to executive session to discuss consequences for a patron who violated a bar from library grounds.

Board exited executive session at 7:45. Motion made and seconded to adjourn meeting. Carried.

The next regular board meeting is set for Tuesday, March 19, at 6 p.m.

Minutes prepared by Margaret Hartley, Board Secretary