



## Board of Trustees meeting minutes

March 19, 2024

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

Presiding: President Ted Mirczak

Ted Mirczak called the meeting to order at 6 p.m. After the Pledge and observation that all board members were present, Margaret Hartley moved to approve the agenda. Jason Hall seconded, carried. Rosemarie Gardner moved to approve the minutes of the Feb. 20, 2024 meeting, seconded by Josh Jacquard. Carried.

### President's Report

Ted Mirczak noted that four board seats are up for election in May and those wishing to be on the ballot must file petitions to the Hadley-Luzerne School District clerk by 5 p.m. April 22. He noted that the Strategic Planning Committee was being formed. He said the library was offered the loan of some artwork and he would be researching whether we had the proper insurance to protect a loan. Mirczak shared a letter to board members from Sue Wilder, president of the Hadley Lake Luzerne Historical Society, noting that the 11 antique business signs hanging in the library belong to the historical society, which would like to add descriptive placards. Mirczak said that as the signs are on loan, he would check on insurance coverage.

Because of vacations planned before the new manager was hired, there are two days in April where both staff members will be off. As a result, **the library will be closed on Friday, April 5, and Saturday, April 6.** There are also seven days where only one staff member will be working. Several board members worked out a schedule to make sure one additional person is in the library during regular hours so that the library can remain open on those days.

Mirczak said the library will hold a reopening celebration for the community on April 20, with details to come.

### Secretary's Report

Margaret Hartley said the board received a letter from the Upper Hudson Queer Alliance raising concerns, including over the barring of a member. The board responded with a letter from Board President Ted Mirczak, stating that the board is committed to ensuring the library welcomes our entire community and offering to meet with members of the group in person.

## **VP of Finance Report**

Rosemarie Gardner reported library expenses of \$1,981.93, including \$119.97 to Spectrum; \$100.50 to Mahoney Notify Plus; \$153.49 to Midwest Tape; \$308.34 to SALS JA; \$75 to Warren County for fire inspection; \$490 to Waterhouse Heating; \$325 to Green Acres; \$49.08 to Rosemarie Gardner for office supplies reimbursement; \$10 to North Country Janitorial; \$65.55 to Electronic Office Products; and \$285 to DeLorenzo and Associates. Motion from Josh Jacquard to approve paying the bills, seconded by Margaret Hartley, carried.

Gardner suggested setting up a new checking account for petty cash, with a cap of \$250 and a debit card in the name of Marion Allan, library manager. Allan will maintain records and keep all receipts, and the board will deposit an amount each month to bring the balance back to \$250.

After discussion, it was agreed that the account would be set up with the caveat that Mirczak check with the library's attorney to verify the legality of using a debit card for purchases. Margaret Hartley so moved, Rosemarie Gardner seconded, carried. (UPDATE: On March 24, counsel advised Mirczak that the use of a debit card for a petty cash account is appropriate.)

Gardner advised the board that for tax reporting, 1099 forms should be issued to independent contractors charging the library \$600 or more per year. The library manager should keep those records and DeLorenzo & Associates can issue the 1099s for a one-time fee of \$150 for the first 1099 and \$15 thereafter for each 1099. Margaret Hartley so moved, Jason Hall seconded. Carried.

## **Manager's Report**

Marion Allan said the annual report has been completed. A Warren County fire inspection found the fire extinguisher needs to be remounted and the basement decluttered. Allan suggested the purchase of shelving units to organize the basement, and new door handles for the two doors to the back yard to assure safe egress in emergency.

Since the library reopened on March 1 there have been 271 patrons, 246 in-house circulations and 120 circulations of e-content. There were 46 requests for interlibrary loans, and 109 items sent out through interlibrary loan.

Programming has resumed, with the crafting club, book club and Silver Foxes meeting again. The weekly Farm to Library food program resumed March 7. Children's story hour will resume April 20.

Allan continues her manager's training with SALS, and has begun conflict resolution training. Library clerk Claire Spivak began study to become a notary public, a valuable service for the community since the bank no longer has a notary on staff. Spivak passed the library clerk civil service exam and Allan will take the manager's exam on May 1. She plans to hire another clerk for at least 20 hours a week.

Future concerns/ideas: Allan would like to add seating and make the backyard more inviting to the public. The contract with Green Acres expires June 30 and will have to go out to bid. Allan would like better lighting in the manager's office, some walls painted where new shelving has exposed old paint, hot water in the kitchenette and the broken window in the front of the library fixed.

Josh Jacquard moved that Allan be authorized to spend up to \$1,200 for shelving and new door handles for safety and compliance with the fire inspector. Margaret Hartley seconded. Carried.

## **Old Business**

In working to create a key policy it was discovered that there are four library keys unaccounted for. Josh Jacquard will reach out to Janet Silburn to see if there is a record of who has keys.

## **New Business**

Jason Hall moved to approve the new Joint Automation agreement with SALS, which provides the Polaris circulation and cataloging system, computer hardware and software, IT support, inter library loans etc. Rosemarie Gardner seconded, carried.

The annual report was submitted to SALS for review before it goes to the state Board of Regents. Once approved, it will be posted on RFPL's website. Margaret Hartley moved to approve report, Jason Hall seconded. Carried.

Josh Jacquard presented a financial investments and certificates of deposit policy. After discussion it was agreed that the president and the vice president of finance will be signatories authorized to initiate financial transactions. Investment decisions will be made by the board. CDs shall be held until maturity unless there is an exceptional reason for early withdrawal with approval of the board. Motion to adopt was made, seconded, carried.

Rosemarie Gardner moved to approve a six-month renewal of the two CDs when they mature in April, to take advantage of the best interest rate. Jason Hall seconded. Carried.

It was noted that the library does not have access to its Facebook account. Jason Hall said he'd research getting access.

## **Public Comment**

A member of the public expressed concern that the library would be closing for two days. Hadley Youth Director Jean Cieslik said she hopes to continue working with the library on summer reading programs. A member of the public said she'd like to see therapy dog programs in the library. Another suggested the library consider putting funds from the bank account into another CD to maximize earnings, and suggested the library get a time/date stamp for intake of and response to FOIL requests.

Ted Mirczak noted that the next regular board meeting will be Tuesday, April 16 at 6:30 p.m.

## **Executive Session**

At 7:37 p.m. Mirczak moved to adjourn to executive session for the purpose of discussing personnel issues and the status of a patron bar. Seconded by Rosemarie Gardner, carried.

At 8:32 p.m. the board emerged from executive session. Ted Mirczak moved to adjourn the meeting, seconded by Margaret Hartley. Carried.

Minutes prepared by Margaret Hartley, Board Secretary