



Board of Trustees meeting minutes

April 16, 2024

Attended by Rosemarie Gardner, Jason Hall Margaret Hartley, Josh Jacquard, Ted Mirczak. Also in attendance: Library Manager Marion Allan and Library Clerk Claire Spivak.

Presiding: President Ted Mirczak

Ted Mirczak called the meeting to order at 6:30 p.m. After the Pledge and the observation that all board members were present, Margaret Hartley moved to approve the agenda. Jason Hall seconded, carried. Josh Jacquard requested one addition to the March 19 minutes, noting that Jean Cieslik had requested to serve on the Strategic Planning Committee. With that addition, Jason Hall moved to approve the March 19 minutes; Rosemarie Gardner seconded. Carried.

President's Report

Ted Mirczak noted that members of the Strategic Planning Committee have been appointed: Rosemarie Gardner, chair; and Marion Allan, Xanath Bailey, Jean Cieslik, Margaret Hartley and Janice Waterhouse. He noted that he had checked with the attorney and it's fine to use a debit card for the petty cash account, which will be capped at \$250. Library manager Marion Allan will report on all activity and provide receipts for all petty cash expenditures. 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

Secretary's Report

Margaret Hartley reported that she had sent a media advisory regarding the library's planned open house to area print and broadcast media and to local elected officials, the Stony Creek Library, local history museum and the folk school.

VP of Finance Report

Rosemarie Gardner reported library expenses of \$5,532.87, including \$680 to DeLorenzo and Associates, including 1st quarter payroll processing; \$3,500 to Bryansd & Gramuglia for preliminary audit procedures; \$40.95 to North Country Janitorial; \$325 to Green Acres; \$490 to RJ Waterhouse Fuels; \$209.86 to Electronic Office Products; \$47.12 to NYSIF for disability benefits; and \$293.94 to Spectrum. Jason Hall moved to approve the expenditures; Margaret Hartley seconded. Carried

Gardner reported 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.

Gardner reported that the CDs maturing in April would be rolled over into 6-month CDs. She noted that the library has a substantial amount of money in a low-interest bearing checking account and suggested moving \$190,000 into a money market savings account that is currently yielding 3.15%. After discussion, Ted Mirczak motioned to approve moving \$190,00 into the savings account; Margaret Hartley seconded. Mirczak, Gardner and Hartley voted in favor; Hall and Jacquard opposed. Carried.

Manager's Report

Marion Allan noted that between March 17 and April 13, 376 patrons visited, there were 654 local transactions and 185 circulations of e-content.

Allan said that there are very few patrons after 6 p.m. and suggested closing the library earlier. Josh Jacquard suggested she gather some information on hours from other similarly sized library. The board agreed Allan should continue collecting data on attendance and report again at the next board meeting.

Allan noted that story time would be held at the open house on April 20 and then resume on Saturdays at 11:30 a.m. The crafting clubs and book club continue meeting and a Medicare education class is planned for April 24. The Farm to Library program is very popular, and Allan is researching further programming ideas.

Allan said she had not been able to locate paperwork stating the library's tax-exempt status, but had recently been given access to electronic files that SALS was able to recover for the library.

And she shared a draft of a change drawer policy, which states the change drawer will have no more than \$50 at any time and bank deposits of excesses will be made weekly. With an amendment that activity will be reported in the monthly manager's report, Josh Jacquard motioned to accept the policy; seconded by Jason Hall. Carried.

Allan continues training, organizing files and responding to the backlog of FOIL requests. She has submitted application materials for the Civil Service exam and plans to hire an additional clerk for 20 hours per week.

Ongoing concerns/ideas: Allan would like to add seating and make the backyard more inviting to the public. She'd like to continue work to improve lighting in the manager's office, have 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.

Committee Report: Strategic Planning Committee

Rosemarie Gardner reported that the committee met and discussed constituent groups in the community for members to contact and meet with, as well as ideas for survey questions. The committee will be meeting every two weeks with the ideas of having a report for the board in July.

Old Business

Mirczak reintroduced the revised key policy. Margaret Hartley motioned to accept; Rosemarie Gardner seconded. Carried

Jason Hall noted we have no access to the library's Facebook Account. The board agreed that if we cannot gain access we should start a new Facebook page.

New Business

It was noted that some board members have had trouble with the door alarm, and that Mahoney suggested an upgrade to an internet-based system. Jason Hall suggested the internet is too spotty to support rely on such as system. Mirczak noted that Mahoney can offer individualized access codes to board members for no additional fee. Rosemarie Gardner suggested having Mahoney come to a meeting to discuss options with the board.

The board discussed forming a budget committee made up of board members and commencing meetings ASAP. Such meetings would be open to the public, although as working committee meetings there would be no public comment.

Public Comment

Gary Kellison of Green Acres addressed the board, noting that he had been asked if he has worker's comp insurance. He said as the sole owner of a business he is not required to carry such insurance. He noted that the board has said his contract ends on June 30 when in fact it ends Aug. 1.

Ted Mirczak noted that the next regular board meeting will be Tuesday, May 21, at 6:30 p.m.

Josh Jacquard moved at 7:35 to adjourn the meeting, seconded by Jason Hall. Carried.

Minutes prepared by Margaret Hartley, Board Secretary