



Board of Trustees Meeting Minutes

July 23, 2024

Attended by trustees Colin Hagadorn, Margaret Hartley, Josh Jacquard, Ted Mirczak, Janice Waterhouse. Also in attendance: Library Manager Marion Allan and Library Clerk Claire Spivak.

Presiding: President Ted Mirczak

Mirczak called the meeting to order at 6:33 p.m. After the Pledge and noting that all trustees were present, Mirczak entertained a motion to adopt the agenda. Janice Waterhouse so moved, Margaret Hartley seconded. Carried.

Hartley moved to accept the minutes of the June 18 regular board meeting. Waterhouse seconded. Carried.

Colin Hagadorn moved to accept the minutes of the July 2 organizational meeting. Josh Jacquard seconded. Carried.

President's report

Mirczak said he has received a draft of the Operational Audit from Bryans & Gramuglia CPAs, and is in the process of reviewing it with VP of Finance Colin Hagadorn. The entire board will have the report to review before a representative from Bryans & Gramuglia attends a board meeting to discuss recommendations from the audit.

Mirczak met with library treasurer Tammy Priest from DeLorenzo & Associates on July 16 and delivered the oath of office for her to sign and notarize. He noted that checks are still going out with the signatures of the President and VP of Finance, when the board has been advised by counsel that only the treasurer's signature should be on the checks. Mirczak and Hagadorn will correct that with Glens Falls National Bank. Mirczak also found the library has no formal agreement with DeLorenzo & Associates stating what services they are providing; Priest is drawing one up for board approval.

Mirczak shared a slightly revised budget for fiscal 2024-25, corrected with actual state and county funds, and corrected payroll numbers. The changes reduce the budget by about \$3,000. He reported that Priest will categorize all payments according to budget lines so the board can keep better track of finances and simplify the budget process in the future.

Mirczak reported he had been in contact via email with attorney Robert Schofield and confirmed that only the treasurer should sign checks, but that the bank should have the President's and VP of Finance's

signatures on file for transactions. He is waiting for information on whether the board has a treasurer's bond.

VP of Finance report

Colin Hagadorn shared expenses totaling \$9,410.32, which included several book and supply orders. Hagadorn noted a payment to Spectrum and explained that while the library has been paying Spectrum monthly, the funds were going into the wrong account, resulting in the need to make an "overdue" payment of \$479.88. In the next few days the library will receive a credit of \$818.88 from Spectrum and the issue will be resolved.

Hagadorn noted that the library's aid from Warren County came in, through SALS, in the amount of \$3,042.00. Current library assets stand at \$324,321.35, including two CDs at \$31,888.05 and \$33,408.21; a credit from the Department of Labor of \$599.49; an interest-bearing checking account at \$200,000 and an operational checking account at \$58,425.60.

Mirczak noted that funds will be transferred from the interest-bearing checking account to the operational account to bring the balance to \$60,000 as per previous board agreement.

Waterhouse moved to authorize payment of bills; Hartley seconded. Carried.

Secretary's report

There was no correspondence to report on.

Library Manager's report

Marion Allan reported that new book orders are coming in. The basement cleanout is progressing with the help of the Town of Lake Luzerne. The library saw 508 patrons and circulated 785 items, held seven programs attended by 53 people. Plans to hire one library assistant are in the works. She noted that there is one person on the Civil Service list, who she will contact.

Allan noted that most libraries are closed on all federal holidays, and suggested Rockwell Falls does the same. She noted there were almost no patrons on Juneteenth.

Committee report: Strategic Planning Committee

Hartley shared that at one of the committee's focus groups, Lisa Simon, a resident of Fourth Lake, invited the committee to visit the community to talk about the library and possibly collaborating with the community. Janice Waterhouse and Marion Allan visited on July 18 for an evening discussion.

Waterhouse said the meeting was attended by around 25 residents of Fourth Lake, a 100-year-old community of about 60 houses. Members of the community have supported the library financially and through attendance at programs, and have a wealth of talent to share. Many present programs for the community, and those programs might also be done at the library. Lisa Simon, who was in attendance at the meeting, said she would be happy to be a liaison between the library and the Fourth Lake community.

Rosemarie Gardner, committee chair, reported that the committee has completed mission and vision statements, completed a survey of the community, held two focus groups and is analyzing data collected from the community. The committee is now collaborating on written goals,

including enhancing the collection, programming and creating collaborative relations with community partners. The report will be delivered to board members at least a week before the next board meeting, which is set for Aug. 20.

Old business

The financial investment policy was revised in accordance to some suggestions from counsel. Waterhouse moved to approve the policy, Hagadorn seconded. Carried.

Jacquard reported on maintenance bids. There were no bids on landscaping, and Jacquard suggested the description of work needed probably needs to be more specific. Three companies bid on the mowing/yard maintenance work, but only one, Back-Country Lawn Care, included snow removal. That bid was also the lowest by far – at \$1,000 for the year. Jacquard said he would have a conversation with the company to make sure they are comfortable with that price and can fill out a W9 for tax purposes. Waterhouse moved to accept Back-Country's bid, Hagadorn seconded. Carried.

Jacquard moved to approve budget changes discussed during the President's Report. Hartley seconded. Carried.

Discussion of the purchasing card was moved to next month's meeting.

New Business

Mirczak noted again that per counsel, only the treasurer should be signing checks, and that Glens Falls National will need a copy of the minutes noting that change, and have Tammy Priest come to the bank in person to get her signature on file.

Mirczak made a motion that henceforth only the library's appointed treasurer can be the signatory on library bank accounts. Hartley seconded. Carried.

New hire: Marian Allan said she will contact the person listed on the Civil Service site, and because there is only one person listed can also recruit from outside the list. She shared a job description for the position.

Colin Hagadorn noted that Allan had requested a check for a presenter doing a program at the library on Aug. 22. He said he wasn't comfortable cutting the check so far in advance, and that it would be better added to expenses to be approved at the Aug. 20 meeting. If no one is available to pick up the check from Middle Grove, the presenter would receive payment a few days late. Colin also noted there was no address or W9 on file for the presenter. Allan said the presenter expects payment day of, and Waterhouse suggested Marion have a conversation with the presenter about the payment situation.

Hagadorn noted that the library's insurance company, Utica National Insurance Group, will no longer carry the library after Sept. 1. He said he is looking for another underwriter and will get quotes. He mentioned auto coverage for occasions where library staff are using their personal cars for library business, and the board agreed that should be included.

Public comment

Jean Romer-Cieslik spoke to clarify some miscommunication between the library and the Hadley Youth program in the park regarding support from the library. Rosemarie Gardener

suggested the library manager send written thank you notes to the town of Lake Luzerne and anyone else who is helping with the basement cleanout.

Executive session

At 8:07 Jacquard moved to adjourn to executive session to discuss changing the library's holiday schedule. Hagadorn seconded. Carried.

At 8:29 the board emerged from executive session and Jacquard moved to adjourn the board meeting. Waterhouse seconded. Carried.