



Board of Trustees Meeting Minutes

June 18, 2024

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

Presiding: President Ted Mirczak

Ted Mirczak called the meeting to order at 6:32 p.m. After the Pledge and the observation of attendance, Mirczak asked for a change to the agenda to add remarks from Southern Adirondack Library System Director Sara Dallas and Board Trustee Rosemarie Gardner. Margaret Hartley moved to approve the agenda with that change, Rosemarie Gardner seconded. Carried. Gardner moved to approve the minutes of the April board meeting; Hartley seconded. Carried.

President's Report

Mirczak reported that the auditors can attend either the July or August meeting to provide results of the operational audit.

Budget workshops have been held and regularly attended by Gardner, Hartley, Mirczak and Library Manager Marion Allan, with the next meeting scheduled for June 20. The goal is to have a proposed budget for fiscal 2024-25 ready for board approval in July.

Mirczak related a telephone session with counsel Robert Schofield to clarify some issues that had come up in previous meetings. Claire Spivak can be offered a permanent appointment as clerk (as opposed to "conditional" since she has now passed the civil service exam) prior to an official letter stating terms of employment. Counsel suggested we include job descriptions in an employee handbook.

Counsel told Mirczak the board's treasurer must sign all checks. The board could designate a second signatory, but it's not required. Mirczak said he'd like to form a Finance Committee to oversee financial decisions. He ascertained from counsel that surplus funds can be used to augment the operating budget, or for special capital or maintenance projects and that, as a school district library, RFPL may not have a commercial credit card. We need to look into getting a purchasing card (aka procurement card or p-card).

Mirczak also noted that it would be a good practice to have any formal policies reviewed by counsel before adoption.

Finally, he thanked outgoing board trustees Rosemarie Gardner and Jason Hall for their service, and welcomed incoming trustees Janice Waterhouse and Colin Hagadorn, both in attendance in the audience.

VP of Finance Report

Rosemarie Gardner reported expenditures in the amount to \$5,953.55 including: Spectrum, \$359; DeLorenzo & Assoc., \$307.50; NYSIF (disability insurance), \$193.82; The Chronicle for legal notice, \$132; Electronic Office Products (copier rental), \$105.90; WB Mason (paper products) \$47.69; World Archives (annual fee) \$714; North Country Janitorial, \$30.75; Midwest Tape (Hoopla), \$81.99; Animal Adventure Author (programming), \$655; Waterhouse Heating Oil, \$496; Demco (supplies) \$896.76; 3 bills from Creative Product Source (supplies) in the amounts of \$395, \$245 and \$300; SALS monthly JA fee, \$308.34; SALS trainings, \$103.68; Green Acres, \$325; USPS (annual PO box rental), \$154; Subscriptions to Car and Driver, \$39.97, Adirondack Life, \$51.95 and Adirondack Explorer, \$10. Hartley moved to approve expenditures, Gardner seconded, carried.

Secretary's Report

Hartley reported on emails received after the Strategic Planning Committee held two focus groups, offering help with grant writing and suggestions for posting events. She said a member of the Fourth Lake community suggested members of community might offer free evening programs aimed at adults, and asked members of the committee to talk come to a community meeting.

Sara Dallas, SALS Update

SALS Director Sara Dallas has been visiting all member libraries during trustee meetings. She reported that RFPL's JA fee is going down slightly, shared the SALS strategic plan and described SALS's core services. She noted that all library trustees must attend two hours of trainings per year, plus state mandated antiharassment training. She said applications for state construction grants, administered through SALS, are open through Aug. 31 and could help with projects such as insulation. The grants fund about 75% of a project. And she thanked the board for advocating for libraries and working to get RFPL back open.

Manager's Report

Library Manager Marion Allan noted that the library now has a Local Author section, new book dividers on shelves that make it easier for patrons to find books and "make and take" crafts available for kids. A book order was made June 15 and another is scheduled for June.

Allan noted 585 patrons in May, seven programs and 765 checkouts. She said it remains very slow after 6 p.m. and proposed changing library hours to 10 a.m. to 6 p.m. Tuesday to Friday, and 10 a.m. to 4 p.m. on Saturday.

She updated the board on upcoming programs and said she was speaking with the Hadley Youth Commission about collaborations but was not comfortable with paying for a program when the kids would not come to the library. (She also mentioned she had brought up her concerns during a budget workshop and that board members attending also expressed concerns about paying for an off-site program; Josh Jacquard said it sounded like an illegal meeting to him. Allan and trustees said no decision had been made during an informal conversation at the workshop meeting, which was open to the public and on the calendar.)

Allan said she is preparing a job description for a library assistant for 25 hours a week, and waiting to hear from civil service on the correct title.

Strategic Planning Committee Report

Rosemarie Gardner, as chair of the committee, reported that the survey is closing, results will be collated to assess respondents' desires and concerns. The next meeting is June 26. A proposed Strategic Plan should be completed in July for board consideration.

Old Business

Mirczak said the proposed financial policy had been shared with the attorney.

Library hours: The board discussed Allan's proposal to change library hours to a total of 38 hours a week (10 a.m. to 6 p.m. Tuesday through Friday, and 10 a.m. to 4 p.m. on Saturday.) The two full-time employees would continue to work 40 hours per week, with meeting attendance, trainings and library work making up the remaining 2 hours per week.

Josh Jacquard moved to change the library hours as suggested, effective July 1. Hartley seconded, carried.

New Business

July meetings: Mirczak proposed an organizational meeting, including swearing in the four recently elected trustees, for July 2. He proposed moving the regular board meeting to July 23.

Groundkeepers/landscaping bids: Allan reported that only one bid has come in for groundskeeper. The board asked Allan to readvertise.

Appointment of Library Clerk Claire Spivak: Hartley moved to make Spivak's appointment permanent, Mirczak seconded. Voting in favor: Hartley, Gardner, Mirczak. Voting against: Jacquard. Carried.

New hire: The board approved Allan to hire a part-time library assistant.

Trustee Gardner statement

Outgoing Trustee Rosemarie Gardner read a statement noting that while this is her last meeting she is fully committed to the doing the library's work through June 30, and will continue to serve as Strategic Planning Committee Chair beyond that date. And she offered help, if wanted, to the next VP of Finance and to the library manager.

Public Comment

A member of the audience thanked Gardner for her service.

Adjournment

Gardner moved at 7:45 p.m. to adjourn, seconded by Hartley. Carried.

Minutes prepared by Margaret Hartley, Board Secretary