



Board of Trustees Meeting Minutes

September 17, 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 6:30 p.m. After the Pledge and noting attendance, Mirczak entertained a motion to adopt the agenda. Janice Waterhouse so moved; Margaret Hartley seconded. Carried.

Hagadorn noted a change needed in the Aug. 20 minutes: The finance report did not include the payment of \$4,374.60 to CDL for a year's insurance coverage, approved by the board on Aug. 20. That addition brought the total of bills approved \$19,857.31. Hartley said she would amend the Aug. 20 minutes. With that change, Hagadorn moved to accept the Aug. 20 minutes; Janice Waterhouse seconded. Carried.

President's report

President Mirczak said the library's lawyer advised that the library is not required to carry sexual misconduct insurance. He also affirmed that anyone charging a fee for programming at the library needs to carry insurance, and Marion Allan noted that is enforced.

Mirczak said that the library's provisional charter ends in May 2025, and that the board should start the process to get a permanent charter. SALS will help with this process.

The employee handbook on file needs to be reviewed, updated and formally adopted. Allan will send copies to the trustees.

VP of Finance report

VP of Finance Hagadorn said the library's two CDs mature next month, and he will report at the Oct. 15 regular board meeting on the best options for rolling them over, based on interest rates at that time.

Hagadorn noted that the library's operational account had about \$32,800 in it, while the interest-bearing account had about \$181,500. While the board had earlier decided to keep a balance of \$60,000 in the operating account, treasurer Tammy Priest suggested it might make more sense to keep more in the

interested-bearing account, especially as funds can be transferred immediately if needed. The board agreed that makes sense and that the current balances are appropriate.

Hagadorn moved to add \$400,000 in employee dishonesty coverage to the library's insurance plan, at \$740 a year. Mirczak seconded. Carried.

Hagadorn presented the monthly financial report, that showed expenses of \$5,560.84. Jacquard moved to approve payment of same; Waterhouse seconded. Carried.

Secretary's Report

Hartley said she has begun reviewing policies to look for discrepancies or needed updates, and in the first five policies, needed changes were minimal. For the sake of time, she will bring up those changes next month.

Manager's Report

Library Manager Marion Allan reported she has hired a program coordinator, Taylor Stelitano, who will be working on children's programming as well as general library duties.

Allan said she plans to take the library on the road on Oct. 19, setting up at the Stuart M. Townsend Elementary School for the day as part of the Fall Festival. The library will be closed, with signage directing people to the Fall Fest, where library staff will be on hand to sign kids up for library cards and share information about the library. Allan plans to purchase a tent, tablecloths and tables for this and future events.

She noted that the library still lacks a purchasing card, and that the purchasing policy needs to be updated to remove references to a credit card.

The library will also participate in the "Great Giveback," collecting winter gear for students and donating library tote bags for the Hadley-Luzerne School District's backpack program.

Old business

Maintenance bids: The board agreed to delay power washing the building until spring; Alan will reach out to the one company that submitted a bid to let them know.

Purchasing card: Jacquard will research three companies that offer purchasing cards and report back to the board in October.

New business

Mirczak and Waterhouse met with Mahoney to discuss upgrades to the library's security system, including fire alarms that are tied to the fire department and security cameras. Jacquard noted that the library had previously discussed pros and cons of security cameras with the attorney; Mirczak said he would ask for a refresher. The board would have to seek bids for upgrades.

Hagadorn noted that the library doesn't have a written contract with accounting firm DeLorenzo & Co. and said the services they offer should be put in writing. Mirczak said he'd reach out to the company.

Sexual misconduct policy: While the library's lawyer said the policy is not needed, the insurance company suggests it. Hagadorn will continue to look for a policy for the library.

Appointment of Library Programmer: Jacquard moved to provisionally appoint Taylor Stelitano as library programmer. Hartley Seconded. Carried.

Public comment

A member of the audience asked for more information about Mahoney's proposed upgrades. Another complimented the American Revolutionary Experience exhibition, installed through Sept. 27 in collaboration with the Hadley-Luzerne Historical Society.

Executive session

At 7:43 Mirczak moved to adjourn to executive session to discuss the evaluation of the library manager.

At 8:36 the board emerged from executive session. Jacquard moved to adjourn; Waterhouse seconded. Carried.