



Board of Trustees Meeting Minutes

October 15, 2024

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

Presiding: Acting President Janice Waterhouse

Waterhouse called the meeting to order at 6:15 p.m. After the Pledge and noting attendance, Waterhouse asked for changes to the agenda: postponing the discussions of a purchasing card and a response to accounting services until the Nov. 19 meeting, and moving manager salary and discussion of sick time and holidays to executive session. With those changes, Hartley moved to adopt the agenda. Waterhouse seconded. Carried.

Hagadorn moved to accept the minutes of the Sept. 17 meeting; Hartley seconded. Carried.

President's report

Waterhouse reported that she and Mirczak had done a formal six-month evaluation with Library Manager Marion Allan, based on the feedback from all the trustees. Trustees each have a copy of the satisfactory evaluation.

She reported on her correspondence with attorney Robert Schofield: He has not responded to a request to formally close past cases so that the library can purchase insurance coverage for sexual misconduct. Re: security cameras in the library — Schofield said installing security cameras, as suggested by Mahoney Notify, is appropriate as long as it is a commercial system that records locally (not cloud-based).

VP of Finance report

VP of Finance Hagadorn said the library's two CDs mature next week, and said the best interest rate available is 4.4 percent for six-month CDs. He moved to roll the CDs over for six months; Waterhouse seconded. Carried.

Hagadorn reported total expenses for the month of \$5,428.38, including an additional \$1,000 to the library debit card for November expenditures that cannot be invoiced; \$1,000 to law firm Whiteman-Osterman; and \$831 to Erie Insurance, including \$400 for employee dishonesty coverage as approved in the September meeting. Waterhouse moved to accept the report and approve payment; Hartley seconded. Carried.

Secretary's Report

There was no secretary's report.

Manager's Report

Library Manager Marion Allan reported that the Structure Survey has been completed and results are being compiled. The library has added patron suggestion boxes, both online and in the library. She shared three bids for lighting upgrades; the board will vote on those in November.

Allan said September saw 499 items circulated, 678 patron visits and library program attendance of 61. In community programs held at the library, about 200 people visited the "Historical Society's American Revolution Experience" exhibition between Sept. 7 and 14, and the Upper Hudson Queer Alliance's discussion and Q&A program, "Learning about the LGBTQ+ Community," on Oct. 12 was successful and well attended.

Allan noted that the Fourth Lake Community has made a donation of \$200 to the library.

Allan said plans to move library services to the Stuart M. Townsend Elementary School for the Fall Festival on Oct. 19 are going well, and reported on upcoming October and November programs.

She requested that because the library still lacks a purchasing card, an additional \$1,000 be added to the debit card account for the month of November. (That addition is noted above in the VP of Finance report).

Old business

Sexual misconduct policy: Waterhouse will send another email to the attorney to get former complaints resolved so the library can purchase a policy.

Security upgrade bids: the Mahoney bids are in hand; Allan reported that ADT security will do a walk-through on Oct. 16 to offer a bid.

New business

Discussion regarding the library manager's salary, sick time and holidays was moved to executive session.

Todd Bartholomew of Bartholomew's 24/7, an independent Hadley-based HVAC company, came to the meeting at Colin Hagadorn's request because the library has been searching unsuccessfully for a vendor to clean the furnace. Hagadorn moved to hire Bartholomew to clean and service the furnace (\$100 per hour plus parts). Waterhouse seconded. Carried.

Public comment

A member of the audience asked whether a security system would include a "panic button" for employees. Another community member asked if the library gets circulation credit for ebooks. (Allan answered affirmatively).

Executive session

At 6:56 p.m. Hartley moved to adjourn to executive session to discuss the employment details for the library manager.

At 7:10 the board emerged from executive session and re-entered public session to report that the trustees had approved an employment agreement with Library Manager Marion Allen. The details shared with Allan include a raise of \$1,250 for the year; stipulation that unused sick days and vacation days will be paid out at the end of the year; and clarification on the six paid holidays. The agreement is retroactive to Aug. 17, 2024, six-months after Allan's hire date.

At 7:28 p.m. Hartley moved to adjourn; Waterhouse seconded. Carried.

Minutes prepared by Board Secretary Margaret Hartley