



Board of Trustees Meeting Minutes

Dec. 17, 2024

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

Presiding: President Ted Mirczak

Mirczak called the meeting to order at 6 p.m. After the Pledge and noting that all trustees were present, Mirczak called for a motion to adopt the agenda with the addition of a discussion a proposed inclement weather policy as part of New Business. Josh Jacquard moved to adopt the agenda, Margaret Hartley seconded. Carried

Colin Hagadorn moved to accept the minutes of the Nov. 26 meeting. Janice Waterhouse seconded. Carried.

President's Report

Ted Mirczak reported that the library's attorney Robert Schofield suggested the board should apply for a permanent charter from the state Department of Education as the library's provisional charter expires May 4, 2025. Mirczak said he'd form a committee in January to begin the process.

Mirczak said he serves as both contact administrator and security administrator for the library in the NYS Local Retirement System, and has asked board Vice President Waterhouse assume some of those duties.

And he congratulated the library staff for their second place finish in the Hadley tree contest.

Vice President of Finance Report

Hagadorn said that the person scheduled to clean the library furnace had not shown up, and that Kenny Williams Plumbing & Heating had done the job, noting that the furnace had not been cleaned in years. The chimney is also in need of attention, and Hagadorn lined up service for Dec. 27.

He presented a finance report noting total expenditures of \$8,224.72 – including an additional \$1,000 to be transferred to the debit card for the library manager's operational and petty expenditures for the month. Library assets stand at \$237,534.76. Hagadorn said he plans to transfer \$10,000 from the high-interest bearing account to the operational account to cover January bills.

Secretary's report

No correspondence to report. Hartley said she would be willing to serve on the charter committee.

Manager's Report

Library Manager Marion Allan reported that the lighting upgrades are beginning this month, and the security upgrades are expected early next year. The library's bookkeeper has the financial information she needs for the library's past two annual financial reports, which need to go to the NYS Comptroller's office. The next report is due at the end of the fiscal year.

Allan said she has applied for a grant through LARAC for arts programming. She presented the board with a proposed inclement weather policy and proposed employment agreements for the library clerk and program coordinator.

More than 100 people attended the Sweets With Santa event, which included crafts, snacks and photos with Santa. For the month there were 617 patron visits, and 572 items circulated. Upcoming programs include teen game nights and, kids' book club. Future outreach plans include Maple in April, the elementary school's Fall Fest.

Old Business

P-Card: Josh Jacquard presented the results of his research on a purchasing card for the library, noting that because JP Morgan has an account with New York State they could add the library. Setting up the account could take two months, and Allan will contact JP Morgan to get the ball rolling.

Alarm upgrades: Allan has sent the deposit to Mahoney, and they will set up a time to upgrade the system, in January or February.

New Business

Security Cameras: Allan reported that she is still waiting for a bid from Spectrum, and has bids from Mahoney and NYS Fire & Security. The board agreed to table a decision until the January meeting.

Inclement weather policy: The proposed policy includes both a policy and general procedures for library staff and needs to be honed down. Hartley offered to work with Allan on the policy, with emailed input from board members.

Public Comment

Christine Blakely said the board was doing a "good job."

Executive Session

At 7 p.m. the board went into executive session to discuss employment agreements for library staff. Hartley made the motion, Waterhouse seconded. Carried

At 7:38 the board came out of executive session and adjourned the meeting. Waterhouse moved to adjourn, Mirczak seconded. Carried.

Minutes prepared by Board Secretary Margaret Hartley