



## **Board of Trustees Meeting Minutes**

**Nov. 26, 2024**

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

Presiding: President Ted Mirczak

Ted Mirczak called the meeting to order at 6 p.m. After the pledge and noting attendance, Mirczak asked if there were any changes to be made to the minutes from the Oct. 15 meeting. There were none, and Colin Hagadorn moved to accept the minutes. Margaret Hartley seconded. Carried.

Hartley moved to accept the agenda; Hagadorn seconded. Carried.

### **President's Report**

Mirczak noted that a satisfactory six-month evaluation for Library Manager Marion Allan was completed and a new employment agreement executed.

He said he spoke to Darcy Hastings, tax collector from Hadley-Luzerne Central School District, who said that the library's tax payment of \$190,000 would be available in December. Mirczak said he would ask for the check to be mailed directly to the library to expediate deposit.

Mirczak said RFPL's attorney, Robert Schofield, reviewed the social media policy written by Trustee Jacquard and approved it as written. He did advise that the library contact him before removing "comments pertaining to organized political/partisan activities" to ensure that no one's first amendment rights are violated.

### **VP of Finance Report**

Colin Hagadorn noted that the library missed the deadline for getting into the RJ Waterhouse Fuel Oils budget plan, but could still sign up by making a \$2,000 payment. The budget plan price is \$490/month, saving 15 cents per gallon. Hagadorn moved to make the payment. Mirczak seconded. Carried.

Hagadorn presented the board with amended November expenses of \$6,512.75, after adding the \$2,000 payment to Waterhouse Fuel and \$1,250 to the library debit card for expenses and purchases made by Library Manager Marion Allan. Hagadorn moved to accept the finance report with those changes; Mirczak seconded. Carried.

## **Manager's report**

Marion Allan reported that she had received three bids for lighting upgrade, from Lighthouse Electric of Glens Falls, at \$3,532.82; ADK Electric One of Argyle, at \$5,651.78; and Hoffman Electric of Hadley at \$7,855.00. Hagadorn made a motion to accept Lighthouse Electric's bid. Hartley seconded. Carried

Allan reported that she had received three bids to upgrade the library's alarm system, but only two for the installation of security cameras.

Alarm system upgrades include notification to the fire department when an alarm goes off, adding heat detectors, carbon monoxide detectors and motion detectors. The bids were from Mahoney Notify-Plus of Glens Falls for \$7,525; New York Fire and Security of Glens Falls for \$12,885; and a "do it yourself" bid from SimpliSafe Custom Home Security, which offered the sale of various alarm and security devices for self-installation. Mirczak moved to accept Mahoney's bid; Hartley seconded. Carried.

The board agreed to postpone a decision on security cameras to allow more time for a third bid.

Allan noted that library attendance for the month was 945 patrons. That includes at least 236 counted while visiting the library booth set up at the SMTE school's Fall Festival. 690 items circulated and 363 people attended library programs, including a Day of the Dead learning program by the World Awareness Children's Museum, and a new book club for middle schoolers. During the Great Give Back, the library collected outerwear and underwear for children in the district.

The board gave bookkeeper Tammy Priest access to pay National Grid electric bids electronically.

Allan noted she had purchased a new mini-fridge for the Farm to Library program, and two public computers and two staff computers with the SALS JA group order.

## **Old Business**

Mirczak moved to accept the Social Media Policy discussed earlier in the meeting, noting that the board had already approved it provisionally, waiting for counsel's OK. Hartley seconded. Carried.

Mirczak said he would contact attorney Schofield about his delay in responding to several critical issues, including official resolution of the sexual harassment cases which he said had been dropped. The insurance company needs documentation before the library can get a sexual misconduct policy.

## **New Business**

Hagadorn moved to give Allan access to view bank accounts so she can reconcile accounts and print out statements, which are no longer mailed. Mirczak seconded. Carried.

The board discussed paying staff regular time for hours they miss when holidays fall on their regularly scheduled working days. At present this would cover Library Clerk Claire Spivak and Program Coordinator Taylor Stelitano, as the library manager is already paid for holidays that fall on regular workdays.

Hagadorn moved to approve the holiday pay; Mirczak seconded. Carried.

## **Public Comment**

No public comment

**Adjournment**

With no need for executive session, Mirczak moved to adjourn the meeting at 6:47 p.m. Hagadorn seconded. Carried.

The next regularly scheduled board meeting is Dec. 17, 2024, at 6 p.m.

*Minutes prepared by Board Secretary Margaret Hartley*