



Board of Trustees Meeting Minutes

Jan. 22, 2025

Attended by trustees Colin Hagadorn, Margaret Hartley, Josh Jacquard, Ted Mirczak and 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 p.m. After the Pledge and noting that all trustees were present, Mirczak called for a motion to adopt the agenda. Colin Hagadorn requested the addition of Event Review under New Business. Josh Jacquard moved to adopt the agenda, Janice Waterhouse seconded. Carried

Josh Jacquard moved to accept the minutes of the Dec. 17, 2024, meeting. Janice Waterhouse seconded. Carried.

President's Report

Mirczak noted that the library's provisional charter expires in May and that the library is in good shape to apply for an absolute charter from the state Board of Regents.

He further noted that the library is realigning contact positions for the NYS Local Retirement System. Allan will serve as Security Administrator and Contact Administrator, Mirczak will also serve as a Contact Administrator and Waterhouse will be Alternate Security Administrator. All have access to the NYSLRS online system, and can share communications with the board.

Spectrum update

Sean Haffner appeared before the board to explain the security camera system Spectrum could offer. The offer included 3 indoor cameras, 2 exterior cameras and a point of entry switch, for a total of \$514 a month.

Allan noted that Mahoney is also willing to do a presentation on security cameras, but cannot attend a board meeting. Allan said she would set up a morning meeting; Waterhouse and Jacquard said they could attend and report back to the board.

Vice President of Finance Report

Hagadorn reported that on Jan. 2 the library received \$190,000 from the school district, representing tax revenue for the year. He recommended moving \$100,000 to the high-interest account and leaving the remainder in the library's operational account.

Hagadone submitted the monthly financial report showing expenditures of \$26,911.61, which included the annual payment of \$8,456 to NYSLRS, \$3,532.82 to Lighthouse Electric for upgrading the library's interior lighting, and \$3,341 to SALS for the purchase of new library computers. The library's total cash assets amount to \$403,416.96.

Hagadorn made a motion for the board to accept the report and authorize payments. Waterhouse seconded. Carried.

Secretary's report

Hartley reported she had been working on an inclement weather policy with Allan, as well as emergency procedures for staff.

Manager's Report

Library Manager Marion Allan reported that the library's lighting has been updated with LED bulbs that offer a softer light. The teen room has been painted and staff are in the process of moving books and materials in. Allan would like to continue painting the library room by room, but the maintenance budget is nearly depleted.

Allan said she has begun work on the annual financial report, and expects to present it to the board in February. Jim's Glass has been scheduled to fix the broken window. The chimney has been cleaned but needs a liner, and Allan is waiting for an estimate.

The library received a report on its ADA compliance and there are very few updates that need to be made.

She shared the Inclement Weather Policy, as well as a Holiday Closing policy she had drafted, and will share both with the board's attorney before presenting them to the board for action.

December saw 617 patrons and had 137 people attend programs. Total circulation for the month was 530 items.

Jacquard moved that \$5,000 be moved to the maintenance budget to cover painting the remainder of the interior of the library. Hagadorn seconded. Carried.

Old Business

P-Card: JP Morgan needs and authorized signer and administrator. Mirczak authorized Hagadorn as program administrator. The card itself will have Marion Allan's name on it.

Allan presented the board with employment agreements for Claire Spivak and Taylor Stelitano. Waterhouse moved to accept the agreements, Hartley seconded. Carried.

New Business

Absolute Charter Application: Mirczak is working with a liaison from the state Department of Education to determine what documents are needed. Mirczak and Hartley will prepare the necessary documents, with input from Library Manager Marion Allan. Once the library is ready to apply, the attorney will look over the application. Jacquard moved to start the application process, Hagadorn seconded. Carried.

CCTV policy: Board members should review the existing policy and send suggestions for updates to Allan and Hartley.

Event Review: Hagadorn expressed concern that certain events – in particular Painting With Patrice – were expensive. Allan said it's a popular class, that she tries to keep events led by outside parties to under \$300 and noted that the staff does 80-90 percent of programs themselves for minimal costs (for instance, pizza for teen night).

Hagadorn suggested charging patrons for more expensive programs; Waterhouse said taxpayers are already supporting the library and programs should be free. Jacquard suggested the library should track KPIs (key performance indicators) to assess programs. Allan noted that they keep track of attendance and assess programs.

Public Comment

Re Gardner of Lake Luzerne asked if there was a place where all the new books and acquisitions were listed. Library clerk Claire Spivak said some new books are highlighted on the library web page. Jacquard suggested new books could be announced on Facebook.

Adjournment

At 7:25 p.m. Hartley moved to adjourn the meeting. Jacquard seconded. Carried.

Minutes prepared by Board Secretary Margaret Hartley