



Board of Trustees Meeting Minutes

Feb. 18, 2025

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

Presiding: President Ted Mirczak

Mirczak called the meeting to order at 6 p.m. After the Pledge, Mirczak added discussion regarding individual alarm codes to the agenda. Josh Jacquard moved to accept the change and adopt the agenda, Colin Hagadorn seconded. Carried.

Josh Jacquard moved to accept the minutes of the Jan. 22, 2025 meeting. Colin Hagadorn seconded. Carried.

President's Report

Mirczak noted that the preliminary application for Absolute Charter is complete, but we are still waiting to receive the necessary check. We will send the check when it's received, then move forward. It is due on May 4. We were guided to give our best estimate for the cost of furniture, etc. Mirczak suggests creating a method to better track our capital equipment inventory for future annual reports.

Personal Alarm Codes have been distributed. Keeping the general code until all are ready to begin using their personal code.

Vice President of Finance Report

Hagadorn provided the bills for the month. The assets on the bottom show that he took \$100,000 out of the operations account and added it to the interest bearing account. He reported that he added \$1,000 to Marion's "petty cash" account for needs for the month.

Hagadorn moved to accept the report and authorize payments. Mirczak seconded. Carried.

Secretary's Report

None

Manager's Report

Library Manager Marion Allan reported on patron and program attendance data. She provided a graph. Mirczak noted the need to adjust the green line total to include all of the past several months' numbers.

Allan noted the teen room is completed and being utilized. The employee room mural by Andrew Torino is complete.

Allan is working on the annual report which is almost complete. The Board has to approve the report to submit to DLD, but numbers aren't matching so Marion will meet with Tammy. The report is due March 1. Allan is reaching out to SALS for extension.

March 1 is the one-year anniversary since the library reopened. The popular Adirondack Kids authors will be presenting (1:00) and themed crafts to celebrate will take place (noon to 3:00). Allan is working on a summer reading program.

A Flier for Maple in April is in the works. The library will be mobile that day of the event. Allan said there is a \$75 booth fee and will inquire about a waiver for the library. Hagadorn asked about where the payment goes.

The broken window is getting looked at on Feb. 26.

Hartley's signature is needed for attestation for the Purchasing Card.

January saw 629 patrons and had 84 people attend programs. Total circulation for the month was 611 items.

Items to discuss: Checks coming late to pay vendors for programs. We do not know if it is a mail issue. Hagadorn's letters requesting checks have the dates needed on them. The vendors have been gracious, but Allan will communicate to Tammy this issue.

Jacquard and Waterhouse need to update Harassment Prevention Training for 2025.

Payment for painting rooms in the library (one room at a time) has been established.

Old Business

Security Camera Purchase Decision: Jacquard and Waterhouse and Allan met with Mahoney for the final quote for security upgrades. Mahoney's quote came in as the best of three. Jacquard made a motion to accept the offer from Mahoney. Hagadorn seconded. Carried.

Policies: the lawyer, Robert, made only minor editorial changes. Allan made the changes to the Holiday Policy, the Inclement Weather/Emergency Closing Procedures, and the Security Camera Policy. Jacquard moved to accept the policies. Mirczak seconded. Carried.

New Business

Personal Security Codes discussion: Currently Allan and Mirczak have the entire list of codes. Hagadorn moved that only the manager and the president should keep the list of everyone's code. Jacquard seconded. Carried

Public Comment

Jo Ellen Parsons of Lake Luzerne thanked Marion for the wonderful variety of programs offered to the community. She has seen the various programs offered on the library's Facebook page.

Executive Session

Mirczak made a motion to go into executive session to discuss the upcoming manager's review forms and timeline. Jacquard seconded. Carried.

Motion to leave Executive Session made by Ted Mirczak. Seconded by Colin Hagadorn. Carried.

Adjournment

Motion to adjourn at 7:24 p.m. made by Ted Mirczak. Seconded by Colin Hagadorn. Carried.

Minutes prepared by Board Vice President Janice Waterhouse