



## **Board of Trustees Meeting Minutes**

**March 18, 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 6:02 p.m. After the Pledge and noting attendance, Mirczak asked for one addition to the agenda – adding a discussion of meeting time to New Business. With that change, Josh Jacquard moved to adopt the agenda. Hartley seconded. Carried

Janice Waterhouse moved to adopt the minutes of the Feb. 18 meeting. Hartley seconded. Carried. Waterhouse then moved to adopt the minutes of the special meeting on March 4. Colin Hagadorn seconded. Carried.

### **President's Report**

Mirczak reported that he had receive guidance from the Division of Library Development on the absolute charter and had a resolution to present during New Business. He said that the Library Development people suggested the board seek an increase in funding in the tax levy, since there has been no increase since the library became a school board library in 2020. It's too late to make that request for the May vote, but the board could consider a small increase for 2026.

### **Vice President of Finance Report**

Hagadorn provided the bills for the month, totaling \$8,876.11, to which an additional \$500 was added to the library manager's debit card for operational expenses. Hagadorn expressed that the library needs to be careful about spending, especially the bulk of our funding comes in January but the library operates on a July 1- June 30 fiscal year.

Hagadorn also expressed concern that the process of setting up a P-Card account with JP Morgan was overwhelming in terms of paperwork and required training. Jacquard explained part of the issue is that these accounts are generally set up for large corporations with multiple cardholders, and that the library is able to get a P-Card account because JP Morgan holds an account with New York State. The board noted that setting up the account is a one-time event.

Hagadorn moved to accept the financial report. Waterhouse seconded. Carried.

### **Secretary's Report**

Hartley noted for the audience present and watching remotely that there are two open trustee seats to be voted on in May, and that petitions and instructions are available in the library, the district offices of Hadley-Luzerne Central School and on the library's website.

### **Manager's Report**

Marion Allan reported that the library received the \$5,000 grant she had applied for from LARAC, to be used for painting programs. The library plans to go remote for the town's Maple in April festival on April 26, with crafts for kids and

information on the summer reading program. She has reached out to community groups to schedule summer programming and plans to have a brochure ready to hand out at the festival.

The annual report is complete. Waterhouse moved to accept the report; Mirczak seconded. Carried.

Allan said that for accounting purposes, certain funds need to be recategorized. This includes the \$18,290 spent on alarm upgrades and security cameras to be categorized as Capital Improvements; \$4,060 spent on computers and software to be categorized as Capital Equipment; and a further \$2,402 changed from "miscellaneous materials" to Capital Equipment. She noted that this is not a change in expenditures, just a recategorization to better track where money is being spent.

The library saw 510 patrons in February, had 613 items circulate, and 91 people attended programs, including children's and adult book clubs, teen bingo, craft afternoons and game night, and children's craft and STEM events.

Allan said that Teddy Walker hasn't had a raise in two years. Mirczak asked Allan to bring details of his job duties and compensation to the next board meeting for consideration.

Hagadorn suggested that the next time the library upgrades computers or other equipment, the old equipment could be reused in another capacity or donated to another community group.

### **Old Business**

none

### **New Business**

Mirczak read the resolution and petition to the Board of Regents for an Absolute Charter for Rockwell Falls Public Library, which would replace the Provisional Charter granted in 2020. Jacquard moved to adopt the resolution and petition; Waterhouse seconded. Carried. Mirczak said he and Hartley would see a notary March 19 to sign the documents, and that he would mail them to library development/state Department of Education.

The board agreed that all future board meetings will begin at 6:30 p.m.

### **Public Comment**

Re Gardner of Lake Luzerne suggested the board consider changing its fiscal year to Jan. 1-Dec. 31 to align with when the library's funding comes in.

### **Executive Session**

At 6:49 p.m. the board moved to executive session to discuss the library manager's evaluation. Hagadorn moved, Waterhouse seconded. Carried.

### **Adjournment**

At 7:28 the board emerged from executive session. Hartley moved to adjourn, Mirczak seconded. Carried.

*Minutes prepared by Board Secretary Margaret Hartley*