



Board of Trustees Meeting Minutes

Sept. 9, 2025

Attended by trustees Colin Hagadorn, Margaret Hartley, Josh Jacquard, Beth Teitel and Janice Waterhouse, Library Manager Marion Allan and Library Clerk Claire Spivak.

Presiding: President Janice Waterhouse

Janice Waterhouse called the meeting to order at 6:30 p.m. and led the board in the Pledge. Margaret Hartley moved to adopt the agenda. Beth Teitel seconded. Carried. Waterhouse moved to accept the minutes of the Aug. 12 meeting. Teitel seconded. Carried.

President's Report

Waterhouse informed the board she would be out of town from Sept. 24 through Sept. 30, and that Vice President Beth Teitel would be acting president during that period.

She said she had forwarded the draft Volunteer Policy and draft Trustee Trainee policies to counsel Robert Schofield and had received some comments. On the Volunteer Policy, Schofield suggested that the policy should align with the employee handbook, and that Library Manager Allan should take the lead on finalizing the policy. On the Trustee Training Policy, he suggested that the enforcement paragraph be rewritten to specify a timeline. Hartley said she would do that. Waterhouse said that Schofield also confirmed that all trustees are legally required to sign a code of ethics and conflict of interest statement annually. Hartley said she would draft a statement. And Waterhouse noted that she is compiling records of completed trustee trainings, to share with Allan for the annual report to the state.

Vice President of Finance Report

Colin Hagadorn shared the monthly finance report, from Aug. 9 to Sept. 5. Bills total \$13,065.62 and deposits total \$1,995.40 including \$1,746 in state library aid. The bank balances, not counting the two CDs, are \$29,913.82 in the operating account and \$144,971.84 in the interest-bearing account. Hagadorn moved to accept the report and pay the bills. Waterhouse seconded. Carried.

Hagadorn said that the library's treasurer may have overpaid the lawn care contractor by paying the full year amount of \$1,800 on top of the agreed upon half payment of \$900 in July (with the second half due in February). Waterhouse said she would contact the treasurer to resolve the situation. Hagadorn said he was concerned that the library was still unable to get sexual harassment insurance. Waterhouse said she plans to discuss the issue with counsel this month. And Hagadorn said he is concerned people are using library property to access town property to get to the river. Waterhouse said she would share these concerns with the town.

Manager's Report

Marian Allan said the library plans to go mobile on Oct. 25, moving operations to the Fall Fest at the elementary school. She noted that the application for a state construction grant has been filed, and that the check for NYS Library aid (\$1,746) has been received from SALS.

Allan thanked Northern Traders for their donation of two Adirondack chairs, which are now in the library's back yard, overlooking the river. She also congratulated program coordinator Taylor Stelitano for getting a grant from the Lake Luzerne Association to print more copies of her self-published book on freshwater jellyfish in Lake Luzerne, which has been popular in the library.

The month saw 1,079 patrons, 335 people attending programs, and total circulations of 682. The Library Use Policy has been printed and posted around the library for patron information.

Old Business

None.

Other

Teitel reported on some programming ideas she collected from a training on how libraries can serve their older populations, including bringing in an AARP representative to discuss Medicare and Social Security, tailoring volunteer positions to take advantage of retirees' expertise, book mobiles or book delivery, and nutrition programs. She said she will reach out to AARP to see what's available.

New Business

The board agreed that the Oct. 14 meeting will serve as a first budget committee meeting, with only necessary board business on the agenda.

Public Comment

Jean Ceislik noted that if the library plans to seek an increase in funding it's important to share successes with the community. She suggested that to attract toddlers to story hour, the library should consider holding it at 10 a.m.

Adjournment

At 7:30 Waterhouse moved to adjourn the meeting. Hagadorn seconded. Carried.

The next regular board meeting will be on Oct. 14 at 6:30 p.m. and will primarily focus on budget planning for the 2025-2026 fiscal year.

Minutes prepared by Board Secretary Margaret Hartley