

Wead Library – Board Meeting

Minutes April 18, 2022

Attending: Chris Eggsware (Acting President), Jeanne Leclerc, Lucille Poirier, Mary McDonald; absent: Melissa Benardot and Anne Smallman

Call to Order: 7:05 pm

Public Budget Information Session: no one from the public attended so the Board moved into its regular meeting

Approval of Minutes: moved by Jeanne, seconded by Lucille. Passed

Treasurer’s Report for March 2022: moved by Lucille, seconded by Jeanne. Passed

Action on Bills for April 2022: moved by Lucille, seconded by Jeanne. Discussion:

1. Jeanne asked about the purchase of a desk from Home Zone. This was for Nicole who has been using a child’s desk (!!!) and really needed an adult desk.
2. **Emergency Fund/Pantry:** Mary reported that the pantry has been getting a lot of use and that funds were limited. She stated that any unused portion of the funds can be transferred from year to year through a purchase order to Malone Central School District (MCSD). She also mentioned that the damage from the wind to the pantry has not been repaired but will be in the near future.

Communication:

1. **Malone Telegram Articles:**
 - a. Budget – before Mary went on vacation, she emailed all the info to the Telegram and they pretty much wrote the article using it without an interview with staff. It was inclusive and well done. This article also mentioned the survey that is being conducted.
 - b. Prepare with Pedro – a Telegram writer attended this event and wrote an article that appeared on the front page with a photo. It also mentioned the Teen/Adult program scheduled for May.
2. **Letter to the Editor** from Cathie Werley – was timely and welcome; very positive
3. **S. Cramer note** – when one of the staff was checking in a book, they found a note from the Cramer family who had moved out of town. It was very appreciative of the library and its staff.

Library Report for April 2022: Mary reported

1. **Staffing** – with Julie’s resignation, the staffing at the library is very stretched. Julie covered Saturday hours (along with rotating teams of other staff) so it leaves a hole in that coverage. Mary is putting out feelers for other part time workers. She also stated that there is money in the new budget for another part-time position. She also said that she has asked MCSD if they plan to use the library as a summer lunch program site but has not heard back from them. This will definitely impact staffing since it would require one additional staff member to be present.
2. **Hours of operation** – Mary mentioned that the library is slowly returning to pre-pandemic hours with one night (Thursday) per week open until 8:00 pm. The library is now on the regular summer hours and plans to keep these in place since summer is right around the corner. The board discussed how to best configure hours/days so that staffing was adequate and appropriate for community needs. The library is presently meeting the NYS standards for library operation.
3. **Stone wall** – as Mary reported in her Library Report, the corner of the stone wall has started to crumble. She called Bruce Crompt who came and secured it so no pieces are falling to the sidewalk. She mentioned that there are places in the wall that need repair. Mr. Crompt will get back to Mary with a quote for repair. The board discussed the possible need to put the bigger project out for bids. Mary has a few names of companies that might be able to offer bids.

Librarian’s Report for April 2022: The board asked about the training that Chelsie is going to be involved in. Mary said that she would ask her to follow up with more information. See Addendum on last page for update from Chelsie.

Old Business:

1. **Reopening Status** – it seems to be going well. Mary stated that a few people associated with the library (volunteers, family members of staff, etc.) have contracted COVID but with mild symptoms. Patrons wearing library supplied masks seems to be increasing . . . she has ordered more masks. Also, more programs are being added and one night a week the library is open until 8 pm.
2. **Civil Service Update** – in essence there is no update. The board discussed the need to move forward on this so that it can be resolved before the summer. Lucille will check with Melissa to see if there is some way to expedite this. Perhaps a letter from the Board to Kim Godreau would be in order.
3. **Gazebo** – Mary reported that she had been in touch with the code office and went to the village meeting to get a variance since the set back is less than required by the code.

It was approved but she has not received anything in writing. Jeanne thought that the only place this approval would be recorded would be in the minutes of that meeting.

New Business:

1. **Annual Report** – Mary reported that many staff were involved in the preparation of this report. Specifically, Chelsie took care of the Program statistics, Betsy Brabon is keeping track of 'everything else' (copies, computer use, etc.), Nicole was involved in writing it. It was submitted to CEFLS for them to look over and then submitted to NYS. Motion to approve 2021 Annual Report moved by Lucille, seconded by Jeanne. Passed
2. **Trust Fund Information** – The board discussed the various funds, most of which have doubled since they were established. The only expenditure from any of these was for computers. All that is required (per MCSD) to use the funds is to have a motion/approval by the board.

Next meeting: May 16 at 7:00 pm

Adjourned: 8:03pm

Submitted by Lucille Poirier

Addendum

On April 18, Chelsea sent an email to Board members clarifying what the training will be about:

Hi everyone,

Mary let me know that some of you were curious about the Information Literacy Instruction course I enrolled in. The course is intended to prepare library professionals to teach patrons how to combat misinformation and navigate the information landscape to find reliable resources and tools. Some of the topics covered include:

- Research
- Information equity
- Evaluating information
- Social media and free speech
- Instruction basics
- Empathy and crisis management

I plan to start the course this week. If you have any questions feel free to reach out!