

## Minutes of the Wead Library Board Meeting April 15, 2024

Present: Melissa Benardot, President  
 Anne Werley Smallman, Secretary  
 Chris Eggsware, Vice President  
 Lucille Poirier, board member  
 Jeanne LeClerc, Treasurer  
 Chelsie Russo, Librarian I  
 Karlee Martin, Part-time Librarian  
 Mary McDonald, Principal Library Clerk

Call to order: 7:04 pm by Melissa Benardot, President

Motion to approve the minutes of the March 18, 2024 meeting by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the March 2024 bills as paid, by Lucille Poirier/second by Chris Eggsware.  
 Question about expense to re-set toilet: basement toilet bolt cracked and was repaired.  
 Approved unanimously.

Communications:

- Thank you to Malone Telegram for Eclipse program coverage
- Thank you to TruNorthern FCU for recognition of National Library Week
- Received from Myatt children, who moved from Malone, thank you notes for their time using Wead Library
- Thank you from Brushton-Moira American Legion
- Library cartoons shared by patrons

Library Report by Mary McDonald: *see attached*

Librarian Reports by Chelsie Russo and Karlee Martin: *see attached*

- Discussion of staffing levels and suggestions by staff members of desired staffing changes. Motion by Anne Smallman/second by Melissa Benardot to table the conversation on staffing issues until next month, as a planned executive session.  
 Approved unanimously.

Old Business

- **Trustee Training Sharing Session**

Anne Smallman watched the recording of the CEFLS “Board Basics: Board/Director Relationship” webinar originally recorded on March 14, 2024 and shared information. The recording can be found at:

<https://cefls.org/trustees/board-basics-board-director-relationship/> The 14 minimum standards for NYS libraries can be found at:  
<https://www.nysl.nysed.gov/libdev/ministan.htm>

- **Roof/window project update** - Mary McDonald continues to communicate with the Architecture and Engineering
- **Transfer of funds (2023-2024 budget) to cover expenses** -
  - Motion by Lucille Poirier/second by Jeanne LeClerc to move \$900.00 from L460-162 Part Time to L460-160 Professional to cover Karlee Martin’s PT librarian position for the final three months of the budget year. Approved unanimously.
  - Motion by Lucille Poirier/second by Chris Eggsware to move \$1000.00 from L460-201 Equipment to L460-341 office and library supplies. Approved unanimously.

#### New Business

Consideration of Social Media guidelines developed by staff members. Motion by Chris Eggsware/second by Jeanne LeClerc to adopt the social media guidelines. Approved unanimously.

The next regularly scheduled board meeting will be May 20, 2024 at 7pm.

Annual Budget Vote will be Tuesday, April 23, 2024 noon-6:00pm.

Adjourned at 8:04pm on motion by Lucille Poirier /second by Jeanne Leclerc.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees