

## Minutes of the Wead Library Board Meeting on October 18, 2021

Present: Jeanne LeClerc, board member  
 Anne Werley Smallman, board member  
 Chris Eggsware, board member  
 Lucille Poirier, board member  
 Mary McDonald, Senior Clerk  
 Chelsie Russo, Librarian

Excused: Melissa Benardot, President

Call to order: 7:07 pm

Motion to approve the minutes of the September 20, 2021 meetings by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Mary noted the Malone Central Schools Treasurer has been notified of a coding error on the July & August 2021 Treasurer reports regarding the Budget Status Reports - Professional Salaries and Clerical Expenses. The accounts will be rectified on the next reports. Motion to approve the treasurer's reports of July & August 2021 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the October 2021 bills as paid, by Lucille Poirier/second by Chris Eggsware. Questions about the "works of heart" expense -- it is for a wall painting for the teen section. The tree project has been 50% paid; remainder will be paid on completion of stump and wood removal. S4i will be giving a quote for trimming the neighbor's maple tree that touches the library building roof. A photo of the tree removal appeared in the *Malone Telegram*. Approved unanimously.

Library Report: *see attached*

Librarian's Report: *see attached*

### **Old Business**

- Reopening Status: The library is currently in phase 5; masks are still mandatory for all staff and patrons inside the library. Public events and programming will be held outside as much as possible. Now that the photography exhibit is done, the upstairs will be rearranged to accommodate tutoring with social distancing.
- Roof Leak update: 2 ½ weeks ago, Seymour Roofing replaced the leaking portion of the flat roof; no leaks since. No bill yet. Mary McDonald has received the names of two roofing companies from Gouverneur that the school district has used. The interior wall of the (sealed) chimney on the top floor appears to have new water damage. Mary will contact Bruce Crompt, the mason who sealed it originally, to have him check it.

- CST has been given notice to discontinue IT services; Symquest IT has been given the contract starting December 1, 2021. The two companies will work together to transition our IT services.
- Board Training reminder: Anne Smallman and Chris Eggsware each need one hour still. The regulations are being clarified and CEFLS will provide guidance.
- Civil Service update -- tabled; awaiting further info from Melissa Benardot
- New and Updated Library Policies addressed (see attached):
  - **Board of Trustees Ethics Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
  - **Personnel Code of Conduct** *Suggested replacement of “will look into” with “will investigate” in 2nd to last sentence in policy. Conversation about adding language about who is responsible for overseeing compliance and discipline, along with appeal procedure; tabled pending Chelsie Russo proposing language, after consulting job descriptions and CSEA contract considerations*
  - **Wead Library Volunteer Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
  - **Wead Library Whistle Blower Policy** *motion to adopt as written by Chris Eggsware/second by Jeanne LeClerc; approved unanimously*
  - **Animals in the Library Policy**  
*Suggested changes:*  
 2.3 Other Animals: *strike “Other Species under RCW 49.60.218,” and strike “2.4 Miniature Horses Notwithstanding the limitation of only dogs being recognized as service animals,” Sentence will now begin with “Federal regulations do allow...” and will follow “...except for miniature horses.” There will be no 2.4.*  
 2.3d *change “compromises” to “compromise”*  
 Section 3, first sentence, *change section 2.4 to section 2.3*  
*motion to adopt with proposed revision by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
  - **Wead Library Patron Complaint Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
  - **Tutoring Policy** *motion to adopt as written by Anne Smallman/second by Lucille Poirier; approved unanimously*
  - **Collection Management Policy**  
*Suggested changes:*  
 Procedure for Request for Reconsideration section: *2nd sentence change “Board President’s designee” to “Director or designee”*  
*3rd sentence change to “A reply to the request will be given within thirty days of receipt of the request.” Add sentence at end of paragraph: “Appeals to the decision should follow the Patron Complaint Policy.”*

*Collection Maintenance section: Strike second and third sentences. Replace with “Wead Library uses the following criteria to make a book eligible for weeding:” and remove the acronym initial before each criteria. Change next sentence to: “Guidelines can be found in the document ‘What to Weed: General Guidelines.’” Add citation.*

*Motion to adopt with proposed revisions by Lucille Poirier/second by Chris Eggsware; approved unanimously*

- **Library Card Terms and Conditions** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*

### **New Business**

- CEFLS 2022 Direct Access Plan approval (see attached) Motion to approve by Anne Smallman/second by Chris Eggsware. Approved unanimously.
- Fuel oil bids - Mary McDonald solicited bids and received proposals (see attached) from MJ Leroux, Adirondack Energy, MX Fuels. The board chose Adirondack Energy as our vendor this year.
- Board executive committee elections - board should have yearly elections; tabled for discussion next meeting.

The next regularly scheduled board meeting will be November 15, 2021 at 7pm.

Adjourned at 8:56pm on motion by Lucille Poirier/second by Jeanne LeClerc.

Respectfully submitted,

Anne Werley Smallman  
Board of Trustees

Wead Library  
64 Elm Street  
Malone, NY 12953

## Agenda October 18, 2021

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the October 18th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the 3<sup>rd</sup> floor of the library.

Approval of the minutes of the previous meeting – September 20, 2021

Treasurer's Reports –July & August 2021 (September not received yet)

Action on bills – October 2021

Communications – none

Library Report

Librarian's Report

Old Business – Reopening Status

- Roof Leak Update
- SymQuest IT Transition
- Board Training Reminder
- Civil Service Update
- New Library Policies Approval

New Business – CEFLS 2022 Direct Access Plan approval

- Fuel Oil Bids

Set Date for Next Board Meeting – November 15, 2021 @ 7pm

Adjournment

## Minutes of the Wead Library Board Meeting on September 20, 2021

Present: Melissa Benardot, President  
Jeanne LeClerc, board member  
Anne Werley Smallman, board member  
Chris Eggsware, board member  
Lucille Poirier, board member  
Mary McDonald, Senior Clerk  
Chelsie Russo, Librarian

Public: Pat Gaglianese

Call to order: 7:08 pm

Motion to approve the minutes of the June 14, 2021 meetings by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Motion to approve the treasurer's report of June 2021 by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the July, August & September 2021 bills as paid, by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

### Communication

- Donations were made (at request of the family) in memory of long-time patron Shirley Johnson totaling \$650. The library sent thank you notes to donors and a list of donors to the family.
- An anonymous donation of \$1000 was received and a thank you sent.

Library Report: *see attached*

Librarian's Report: *see attached*

- Extensive conversation on digitization project

### Old Business

- Reopening Status: The library is currently in phase 5; masks are now mandatory for all staff and patrons inside the library, as local cases of COVID-19 are on the rise. Discussion of which indicators we should use to inform phase changes and COVID response policy, as it is difficult to find a good metric. Mary McDonald will watch the school system as one of the indicators. Staff may want to return to "choose & check out" or curbside checkout if community spread worsens. The library will keep its closing time as 6pm.

- Lighting project - Mary McDonald updated those in attendance on the ongoing conversion to LED lighting: the non-fiction and mezzanine areas were finished this week; the project is complete.

### **New Business**

- New Employees: Chelsie Russo is the new Librarian I
- The large spruce tree in the front yard of the library needs to be removed. Mary McDonald called for 3 quotes and has received 2:
  - S4i (Steve Scott) \$2614.50 (includes taking down tree, removal of wood & stump, cleanup of lawn)
  - Fellions \$1675 (includes taking down tree, removal of wood)
- The back roof in the fiction section has been leaking since July. Seymour roofing has come several times to check and fix the leak, but it continues to leak. The board asked Mary McDonald to communicate our displeasure to the company and seek resolution.
- The board entertained Mary McDonald's proposal to change IT companies (see attached). The current vendor is CST Group, but the level of service is decreasing. As an example, Mary relayed that the library paid CST to separate the networks of the staff and public computers, yet an outside evaluation indicated that they are still linked. In response to a question on contract terms from existing and proposed vendors, Mary will ask each company and email the answer to board members. Mary's preference is Symquest. Board members gave approval to give CST our notice to terminate by October 1.
- Mary McDonald reminded board members that they must do sexual harassment prevention training each year, plus one other hour of library board training.
- Chelsie Russo compiled a list of those library policies in the trustee handbook that need updating and provided to the board sample policies. The board will work through the updates gradually across several board meetings. A motion to approve a new Jury Duty Policy (see attached) was made by Lucille Poirier/second by Jeanne LeClerc. Passed unanimously.

The next regularly scheduled board meeting will be October 18, 2021 at 7pm.

Adjourned at 8:45pm on motion by Lucille Poirier/second by Chris Eggsware.

Respectfully submitted,

Anne Werley Smallman  
Board of Trustees

## **Library Report 10/18/2021**

This Fall, the Library is involved in a number of programs throughout the community. Families R Us contacted us to assist them in registering families for their Trick or Treat for Books program. We have publicized the program on our social media and websites and have applications available in the children's room and outdoor story hours in the gazebo. On October 16<sup>th</sup>, Chelsie and Karlee will be representing the library distributing book marks and candy as part of the Franklin County Youth Bureau's Trunk or Treat event at the Fairgrounds in Malone.

We are also excited to coordinate with CEFLS and Malone Central Schools to make the Brainfuse Help Now all-in-one suite of tutoring services available to as many students as possible. This tutoring service was brought to us through CEFLS thanks to the Lake Placid Education Foundation of the Adirondack Foundation. Students access live, on-demand academic help and state-aligned skills building lessons from expert tutors. The link is available on [weadlibrary.com](http://weadlibrary.com) and [cefls.org](http://cefls.org). Students access the services through their library card number.

To coincide with The Great Give Back program, the Wead Library has opened a Personal Care Pantry by the book drop. We are collecting donations of personal care and small household items to stock the pantry. Patrons are encouraged to "give what they can, take what they need." The Malone Telegram featured the pantry in a story on Thursday, October 14<sup>th</sup>.

The staff was trained on the use of the CODE ADAM program at a recent staff meeting. Code Adam is a "missing child" protocol created by Wal-Mart retail stores in 1994. It was named in the memory of Adam Walsh, the 6-year-old son of John Walsh, who was taken from a Sears department store in Florida in 1981, and was later found murdered. Chelsie researched programs and ordered the training kit which included posters and links to a training video.

The large spruce tree at the library was removed on October 13<sup>th</sup> and was quite a process to watch. The Malone Telegram also stopped by and printed a story on Thursday, October 14<sup>th</sup>. We will also have the maple tree on the other side of the building trimmed as it is touching the roof. Nicole and I spoke with Mrs. Shirley Davis who owns the tree. She was positive and gave permission to do what we needed.

Nicole and Mary have been working on the annual Comptroller's Financial Report and are awaiting a response from Accountant Michael Spofford at CEFLS. We hope to finish up by the end of the month.

Librarian Report  
October 18, 2021

I have reached out to New York Heritage Digital Collections about digitization requirements and having the ability to upload our digitized materials on their repository. Christi Sommerfeldt at NNYLN was helpful in pointing me in the right direction for a list of vendors from New York Heritage, and some great information on the planning process for a digitization project. On September 27<sup>th</sup>, I spoke with Thomas Forsythe and the project manager of Digitization Services from Backstage Library Works. Backstage Library Works has offered to digitize a sample reel for only the cost of shipping. With this reel they would make recommendations based on the needs of the film and any requirements of New York Heritage. I am taking this project rather slowly as I am learning more and more about the collection and industry standards as I go.

On September 28<sup>th</sup>, I attended a zoom webinar entitled "Problematic Award-Winning Texts: Daniel Boone, the Newbery Award, and Children's Librarianship." The panelists whom have all been heavily involved with the Newbery Award discussed the history of the award, the factors that should be considered when determining if we should add or keep a winner or honor book in our collection, and the dangers of automatic collection decisions. Panelist Dr. Robert Bittner posed the questions, "Do we need a 60 year old book to know racism exists? – Is it perpetrating racism or interrogating it?" I found the discussions and participant chat to be very thoughtful, engaging, and extremely relevant.

On October 7<sup>th</sup>, I attended the virtual NNYLN Fall Meeting. The meeting was fun and informative. Meg Backus updated participants on NY plans and advocacy regarding the expansion of broadband. It is expected that as people in our communities gain access to internet at home, there will be a greater need for technology training and programming. NNYLN plans to rollout training for library staff specifically geared towards those who do not feel comfortable with computers. NNYLN would like staff to feel confident when assisting patrons. There is an upcoming program "Project READY," The purpose of this program is to improve participants' knowledge about race and racism, racial equity, and culturally sustaining practices, and it focuses on improving relationships with, services to, and resources for youth of color and Native youth. The program will run from November 11<sup>th</sup> – September 8<sup>th</sup> 2022. Participants will complete modules prior to each meeting and then discuss our thoughts at each monthly meeting.

Our first October Story Hour was a success. The noise level from Main St. is much higher than we would like but we are staying positive! We plan to continue to meet the rest of the month and begin planning for Story Hour to resume in the New Year. St. Andres Parish will be putting information about our last October Story Hour and the Wead Personal Care Pantry in the October 24<sup>th</sup> bulletin. Rev. Kevin Young from Malone Wesleyan Church has generously put our flyers up on the church bulletin board.

Chelsie Russo