

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
October 16, 2023

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the October 16th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the main floor of the library.

Approval of the minutes of the previous meeting – September 18, 2023

Treasurer's Reports – June 2023

Action on Bills – September 2023

Communications – Thank you to: Book Sale volunteers

Anonymous monetary donation

Library Report - October 2023

Librarian's Report - October 2023

Old Business – Trustee Training Sharing Session

Roof Update

Funds for PT Librarian 1

New Business – Policies - Conference & Travel, Computer Use & Internet Safety

Date for Next Board Meeting – Monday, November 20, 2023 @ 7:00pm

Adjournment

Minutes of the Wead Library Board Meeting September 18, 2023

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

Call to order: 7:06 pm by Melissa Benardot, President

Motion to approve the minutes of the June 26, 2023 meeting by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the April 2023 & May 2023 treasurer's reports, by Chris Eggsware/second by Lucille Poirier. Discussion of ongoing issues at Malone Central School District that affect the treasurer's reports. Approved unanimously.

Motion to accept the July & August 2023 bills as paid, by Jeanne LeClerc/second by Chris Eggsware. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes or emails to:
 - J. Kelley for donation of Merlin magnifier for those with vision impairments
 - J. & D. Moeller for gift of cut flowers
 - T. & P. Geoghan for monetary donation
- Recognition sent to Eldridge family of Malone Telegram photo
- Notice of donation to Wead Library in honor of Dave Minnich to daughter L. Minnich
- Receipt of remainder of E. Cashman estate settlement

Library Report by Mary McDonald: *see attached*

Librarian's Report by Chelsie Russo: *see attached*

Old Business

- **Trustee Training**
Mary McDonald reminded Trustees to be sure to complete the annual sexual harassment prevention training. Sharing session by trustees of board training they have accomplished already.
- **Yearbook digitization**
Update by Chelsie - Digitization is complete, materials have been returned.
- **Building Use Policy**
Revisions to the draft Building Use Policy were made with reference to "Religion in American Libraries Q&A" from the American Library Association (ALA). Motion to approve the Building Use Policy (8/28/23 version) by Anne Smallman/second by Chris Eggsware. Approved unanimously.

New Business

- **Trustee Education Policy**
Chelsie Russo & Mary McDonald proposed a new draft Trustee Education Policy. Motion to approve the Trustee Education Policy with revisions by Chris Eggsware/second by Lucille Poirier. Approved unanimously.
- **Holiday Schedules**
Discussion of staff holiday days off and library closures through the end of the year
- **New Hires**
Bethany Perry and Kim Smythe have been hired as part-time Library Pages. Karlee Martin, in addition to her existing library clerk job, is adding 3 hours per week as a part-time Librarian 1.
- Oil & Snow Plowing Bids
- New (recent) roof leak destroyed over 70 books. A new roof is a high priority - Mary McDonald will prepare bid materials.

The next regularly scheduled board meeting will be October 16, 2023 at 7pm

Adjourned at 8:46 pm on motion by Lucille Poirier/second by Chris Eggsware.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

Wead Library, Malone, NY
Bills Submitted for Approval
September 29, 2023

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	National Business - contract overage (Pd)		\$ 23.97	
		MMcDonald - reimb Staples toner (Pd)		\$ 197.45	\$ 221.42
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 248.26		
		Baker & Taylor (Pd)	\$ 711.65	\$ 959.91	\$ 959.91
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 127.03		
		Ingram Library Services (Pd)	\$ 605.03		
		Ingram Library Services (Pd)	\$ 51.54	\$ 783.60	
		Willow Lane Education (Pd)		\$ 715.20	
		Amazon - children's books		\$ 29.97	\$ 1,528.77
326	ELECTRONIC FORMAT MAT	Amazon - portable hard drive (Pd)		\$ 60.55	
		Backstage Library Works - PO# 2227(Pd)	\$ 5,035.00		
		Backstage Library Works - PO# 2236(Pd)	\$ 3,307.46	\$ 8,342.46	\$ 8,403.01
327	AUDIOS	Bestsellers Audio (Pd)		\$ 307.40	\$ 307.40
341	OFFICE & LIBRARY SUPPLIES	WB Mason - copier paper (Pd)		\$ 72.98	\$ 72.98
342	POSTAGE	Backstage Library Works - PO# 2228		\$ 216.91	\$ 216.91
400	JANITORIAL EXPNS	Citizen Advocates - custodial serv 8/23 (Pd)		\$ 1,482.39	
		Valley Paper - multifold towels (Pd)		\$ 28.00	
		Nandre - reimb tarp, bucket, surge (Pd)		\$ 66.38	\$ 1,576.77
401	CONTRACTUAL	Symquest - Safetynet 9/2023 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid -Electric (Pd) 3500 kWh	\$ 1,049.14		
		National Grid - Lighting (Pd) 106 kWh	\$ 44.82	\$ 1,093.96	\$ 1,093.96
421	TELEPHONE	Westelcom - phone/internet 9/2023 (Pd)		\$ 286.75	\$ 286.75
480	OTHER EXPENSES	CEFLS - reimb for PGround - ALCA grant (Pd)		\$ 1,500.00	
		Amazon - 60 piece geometry set (Pd)	\$ 29.30		
		Amazon - tissue paper/stickers (Pd)	\$ 24.33	\$ 53.63	
		Petty Cash - Malone Home Center - mums (Pd)		\$ 45.98	\$ 1,599.61
921	BLDG FUND REPAIR	Adirondack Alarms - monitor 9 to11/23 (Pd)		\$ 60.00	
		Seven C's Masonry (Pd) - stone wall repair (Pd)		\$ 4,000.00	\$ 4,060.00
				TOTAL	\$ 20,792.49

Library Report 10/16/2023

The Fall book sale ran through Oct 6 -14 and was the largest sale in years both in terms of number of books and money collected. Day 1 yielded over \$850 and day 2 took in almost \$300. As of Thursday, Oct 12th the total from the sale was \$1,380. Volunteers make our sales possible and much appreciation goes to them. Teens who came to set up were Wilber Laflamme, Conner Pixley, Sylvia Leandro, Luna Dupra, Zadalyne Snyder, Desmond Ruvola, Eleanor Atkinson and Leonardo Ruvola. The Friday/Saturday volunteers who run the sale are like a well-oiled machine and we look forward to seeing them as do the patrons. Thank you again to Elizabeth Marshall, Barb Winthrop-Benware, Jan Chatland, Peggy Robarge, Chris Eggsware, Jeanne Leclerc and Debbie Trickey. The end of sale cleanup was made much easier by Foundations of Faith Co-op, a homeschooled group with Living Hope Church in Malone. Their Middle/high school students came Friday to move leftover books going to Upstate Correctional Facility and consolidate and relocate the sale to one side of the room. On a side note, the way in which donations are collected will need to be revised as the volume and poor quality of many donations in September was problematic. Unfortunately, 620 lbs. of trashed books had to be taken to the dump prior to the sale.

The HERE'S THE SCOOP event on September 20th was a success. Employees served 80 dishes of ice cream for the free 2 hour "make your own sundae" patron appreciation event. Bokie's Drive In was on hand to bring in more ice cream and toppings. There were even a few new library card signups. This is something to certainly plan for again in the future.

Rivers Edge Construction has not been able to repair the Park Street door as of yet. The plan is still for them to fit it in as soon as possible. Robideau Contracting has not returned as of yet to see if anything can be done to stop the roof leak in the fiction room. The buckets seem to be holding for now. Keating's Electric completed the wiring necessary to install the automatic door openers in the main floor handicapped bathroom and ramp entrance door. We are awaiting word from Superior Glass as to when they can schedule the install. Cornerstone did annual maintenance on the boilers and prepared them for the winter season. They were called back the next day due to a leak in the fuel filter from an incorrectly installed gasket. The issue seems to be resolved. We are awaiting estimates from Seven C's Masonry to repair the handicapped ramp in the front of the building and from Leroy's Property management for Spring cleanup and pruning. We are expecting Cleansweep to trim the hedges before snowfall.

*Respectfully,
Mary McDonald, Principal Library Clerk*

Librarian Report
October 16, 2023

The September Lego Club went very well. There was a total of 26 attendees with over half being children 12 & under. Our next Lego Club will be Wednesday, October 25th from 3:30-5:30 p.m.

The library received a shipment of 100 books from the Poulin Project, an initiative by Art Resources Transfers and the New York State Council of the Arts. Each book comes from independent presses across New York State. We received books from publishers such as Archipelago Books, Feminist Press, Deep Vellum, and more. The majority of the titles were for adults, with one children's book, and one young adult title. There were many duplicates included in the shipment so we have to decide how we can utilize those books.

As circulation statistics on adult audio CDs have declined. We have decided to shift some of the audio budget towards e-audiobooks. These titles will be purchased through Overdrive and will be available to all of the Clinton-Essex-Franklin Library System (CEFLS). This is the first opportunity for the Wead Library to specifically select materials on Overdrive/Libby for our patrons. This is also a great chance to respond to our patrons who often comment on the limited e-audiobooks on Libby. There are two recommended training courses I must watch before making purchases on the Overdrive marketplace.

I am continuing to create the metadata for the digital yearbook collection. Once completed, one of the external hard drives with the yearbook files will need to be sent to Northern New York Library Network (NNYLN) and then uploaded to New York Heritage.

The New York State NOVELny program will end June 30, 2024. This is the result of the lack of funding to the Cultural Education fund. Free access to New Yorkers from online resources such as Gale, Britannica, and the New York Times (NYT) will end. I have reached out to see what the cost would be for a digital subscription to the NYT.

If you have any questions, please let me know.
Chelsie Russo

Karlee Martin

Part-time Librarian I

October 2023

Under the supervision of Chelsie Russo (Librarian I), I have been following the Wead Library's Collection Management Policy to weed noncirculating materials on the mezzanine and items in the adult fiction section. To help make these decisions, I consulted H.W. Wilson's Fiction Core Collection (21st Edition) book with recommended library resources, circulation statistics, and item bibliographic information. I am about halfway through much needed assessing of the mezzanine materials with Chelsie. Weeding the adult fiction shelves is an ongoing process. This is necessary to ensure there is shelf space available for materials that meet the needs of the community.