

Wead Library
64 Elm Street
Malone, NY 12953

Agenda September 20, 2021

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the September 20th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the 3rd floor of the library.

Approval of the minutes of the previous meeting – June 14, 2021

Treasurer's Reports – June 2021 (July & August have not been received yet)

Action on bills – July 2021, August 2021, September 2021

Communications – Donations in memory of Shirley Johnson \$650
Anonymous donation \$1000

Library Report

Librarian's Report

Old Business – Lighting Project
- Reopening Status

New Business – New Employees
- Spruce Tree removal
- Roof leak
- IT companies
- Board Training
- New Library Policies for review

Set Date for Next Board Meeting – October 18, 2021 @ 7pm

Adjournment

Minutes of the Wead Library Board Meeting on June 14, 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
 Public: Pat Gaglianese

Call to order: 6:59 pm

Motion to approve the minutes of the May 17, 2021 meetings by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Motion to approve the treasurer's report of May 2021 by Jeanne LeClerc/second by Lucille Poirier. Discussion for the benefit of Pat Gaglianese of our status as a School District Public Library. Approved unanimously.

Motion to accept the June 14, 2021 bills as paid by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Communication - thank you notes have been sent to the book sale volunteers.

Director's Report: *see attached*

- Discussion of other possible sources of tadpoles for the children's section
- Anne Smallman noted for purposes of Wead family history that the First Congregational Church rose window is a memorial window given by Mary Wead in 1884 in honor of Samuel Wead.

Old Business

- Reopening Status:
 - The library is currently in phase 4. Motion by Lucille Poirier/second by Chris Eggsware to move to phase 5 (limited patron use of computers and reintroduction of chairs for patron lingering and work at laptops) by June 17, 2021. Discussion of signage indicating that if max capacity is reached, time limits may be imposed on reading/working in chairs and at tables in order to facilitate other patrons' needs. Motion approved unanimously.
 - In light of the low COVID-positive rate in Franklin County and the new guidance from the CDC, the mask policy will now require masks for those unvaccinated, including children ages 4-11. Wead staff will enforce as they feel comfortable.

Signage on the doors will change to reflect this change in policy. It is noted that if positive rates increase, the policy may be changed again accordingly.

- Lighting project - National Grid will proceed with the conversion to LED lighting for the remaining area during the third week in July.
- The library will be closed both Saturday, July 3 and Monday, July 5 in observance of the July 4 holiday -- staff scheduled to work July 5th will have a paid day off. July 3rd will be unpaid.

New Business

- Our insurance agency King-Clark notified us that our carrier, Utica National Insurance, will not cover cyber attacks. Mary McDonald discussed this with the insurance agent and the nature of the patron information we collect does not leave us vulnerable to catastrophic damage from ransomware or hacking. We will not opt for additional cyber insurance.

Motion to go into Executive Session to discuss personnel relating to matters of appointment, promotion and job descriptions made by Anne Smallman/second by Lucille Poirier at 7:47pm. Board came out of Executive Session at 8:36pm on a motion by Chris Eggsware/second by Jeanne LeClerc.

Motion by Anne Smallman/second by Lucille Poirier to compensate Chelsie Russo for performing extra duties with a weekly stipend of \$223.16 retroactive to June 1, 2021. Motion approved unanimously.

The next regularly scheduled board meeting will be September 20, 2021 at 7pm.

Adjourned at 8:40pm on motion by Anne Smallman/second by Jeanne LeClerc.

Respectfully submitted,

Anne Werley Smallman
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING June 30, 2021

05/31/21 Checking Account Balance-NBT Bank

\$8,409.86

Plus Receipts:

Photocopies \$0.00
 Fines \$0.00
 Interest - .02% \$0.27
 Refund \$0.00
 Miscellaneous Revenues - Refund Prior Year \$0.00
 Book Reimbursement \$20.00
 Book Sales \$926.00
 ERATE \$0.00
 Donations \$0.00
 Taxes - Returned \$0.00
 Transfer From Other Accounts \$50,000.00

Less: Warrant & Transfers

6/30/21 Checking Account Balance

\$41,716.66

5/31/21 Investment: NBT Bank

\$1,465,673.28

Plus Receipts:

Interest - .1060% \$117.86
 Taxes \$0.00
 DONATION \$0.00

Less: Transfers

6/30/21 NBT & Community Bank

\$1,415,791.14

Trust Fund: NBT MONEY MARKET - 0.1060%

| | Balance 5/31/21 | Additions | Withdrawal | Interest | Balance 6/30/21 |
|-----------|--------------------|-----------|------------|----------|--------------------|
| Dickinson | \$17,708.64 | | | \$1.47 | \$17,710.11 |
| Ransom | \$4,189.35 | | | \$0.35 | \$4,189.70 |
| Rust | \$50,212.88 | | | \$4.18 | \$50,217.06 |
| Furness | \$15,390.23 | | | \$1.28 | \$15,391.51 |
| Taylor | \$14,626.10 | | \$0.00 | \$1.22 | \$14,627.32 |
| Cashman | \$53,159.28 | | \$0.00 | \$4.43 | \$53,163.71 |
| Total | \$155,286.48 | \$0.00 | \$0.00 | \$12.93 | \$155,299.41 |

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
30-Jun-21

BALANCES 12/31/19

| GENERAL | CD & MM | WEAD TRUST | PETTY CASH | DUE TO ERS/AP | TOTAL |
|-------------|----------------|--------------|------------|---------------|----------------|
| \$30,114.18 | \$1,578,988.29 | \$155,194.68 | \$75.00 | \$0.00 | \$1,764,352.15 |

-21949.21 \$1,742,402.94

CASH RECEIPTS:

| | | | | | |
|---|--------------|-------------|----------|--------|--------------|
| GENERAL RECEIPTS | \$4,762.95 | \$0.00 | \$0.00 | \$0.00 | \$4,762.95 |
| REAL PROPERTY TAXES | \$0.00 | \$65,826.02 | | | \$65,826.02 |
| INTEREST EARNED | \$2.61 | \$996.83 | \$104.73 | | \$1,104.17 |
| DUE TO RETIREMENT/ ACCR LIAB/ PREPAID EXP | \$13,421.23 | \$0.00 | \$0.00 | | \$13,421.23 |
| DUE FROM OTHER FUNDS | -\$4,117.04 | \$0.00 | \$0.00 | | -\$4,117.04 |
| TRANS FROM MM/CKING | \$208,050.79 | \$0.00 | \$0.00 | | \$208,050.79 |
| TOTAL RECEIPTS | \$222,120.54 | \$66,822.85 | \$104.73 | \$0.00 | \$289,048.12 |

CASH DISBURSEMENTS:

| | | | | | |
|-------------------------|--------------|--------------|--------|--------|--------------|
| GENERAL DISBURSEMENTS | \$234,595.25 | | | | \$234,595.25 |
| PAYROLL | \$0.00 | \$230,000.00 | | | \$230,000.00 |
| TRANS TO MM/CHK/BK FUND | \$234,595.25 | \$230,000.00 | \$0.00 | \$0.00 | \$464,595.25 |
| TOTAL EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| | | | | | | |
|----------------------|-------------|----------------|--------------|---------|--------|----------------|
| BALANCE ON 30-Jun-21 | \$17,639.47 | \$1,415,791.14 | \$155,299.41 | \$75.00 | \$0.00 | \$1,588,805.02 |
| BOOKS ON 30-Jun-21 | \$17,639.47 | \$1,415,791.14 | \$155,299.41 | \$75.00 | \$0.00 | \$1,588,805.02 |
| DIFFERENCE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | L200 | L202 | L230 | L210 | | |
| | | | | | | |

\$1,571,090.55

Malone Central School District

Wead Library Fund Trial Balance for Fiscal Year 2021

Cycle 99

Post Dates From 07/01/2020 To 06/30/2021

| G/L Account | Description | Debits | Credits |
|---|--------------------------------|---------------------|---------------------|
| Assets | | | |
| 200.00 | Cash | 17,639.47 | |
| 202.00 | Cash - MM - Wead - NBT | 1,415,791.14 | |
| 210.00 | Petty Cash | 75.00 | |
| 230.01 | Exp Trust - Dickinson | 17,710.11 | |
| 230.02 | Exp Trust - Ransom | 4,189.70 | |
| 230.03 | Exp Trust - Rust | 50,217.06 | |
| 230.04 | Exp Trust - Furness | 10,391.51 | |
| 230.05 | Exp Trust - Taylor | 14,627.32 | |
| 230.06 | Exp Trust - Ethel Cashman | 53,163.71 | |
| 230.07 | NON Exp - Furness | 5,000.00 | |
| 391.GF | Due From - MCSD | 4,117.04 | |
| Liabilities, Reserves and Fund Balance | | | |
| 600.99 | Accounts Payable | | 2,689.12 |
| 601.00 | Accrued Liabilities | | 3,837.15 |
| 637.00 | Due to Employees' Ret. System | | 6,894.96 |
| 899.00 | NonExp Trusts | | 5,000.00 |
| 914.00 | Assigned Appropriated Fund Bal | | 158,495.00 |
| 915.00 | Assigned Unappropri Fund Bal | | 5,739.67 |
| 917.00 | Unassigned Fund Balance | | 1,410,266.16 |
| | Grand Totals | 1,592,922.06 | 1,592,922.06 |

Malone Central School District

Revenue Status Report As Of: 06/30/2021

Fiscal Year: 2021

Fund: L Weald Library Fund

| Revenue Account | Subfund | Description | Original Estimate | Adjustments | Current Estimate | Year-to-Date | Anticipated Balance | Excess Revenue |
|--------------------------|---------|--------------------------------|-------------------|-------------|------------------|--------------|---------------------|----------------|
| 1001.000 | | Real Property Taxes | 566,000.00 | 0.00 | 566,000.00 | 565,734.79 | 265.21 | |
| 2080.001 | | Photocopies | 742.00 | 0.00 | 742.00 | 8.00 | 734.00 | |
| 2080.002 | | Fines | 501.00 | 0.00 | 501.00 | 87.00 | 414.00 | |
| 2401.000 | | Interest and Earnings | 14,850.00 | 0.00 | 14,850.00 | 2,644.96 | 12,205.04 | |
| 2650.000 | | Book Sales | 1,680.00 | 0.00 | 1,680.00 | 926.00 | 754.00 | |
| 2690.000 | | Compensation - BK Reimb | 124.00 | 0.00 | 124.00 | 100.00 | 24.00 | |
| 2705.000 | | Gifts and Donations | 29,625.00 | 0.00 | 29,625.00 | 2,322.00 | 27,303.00 | |
| 2770.000 | | Unclassified Revenues Specify | 0.00 | 0.00 | 0.00 | 1,123.10 | | 1,123.10 |
| 2770.002 | | Misc Mini Grants | 0.00 | 0.00 | 0.00 | 300.00 | | 300.00 |
| 2770.003 | | ERATE Reimbursement | 1,632.00 | 0.00 | 1,632.00 | 0.00 | 1,632.00 | |
| 3840.000 | | Local Library Serv Aid | 5,852.00 | 0.00 | 5,852.00 | 5,702.22 | 149.78 | |
| 5999.000 | | Appropriated Fund Balance | 118,094.00 | 0.00 | 118,094.00 | 0.00 | 118,094.00 | |
| 5999.999 | | Est. for Carryover Encumbrance | 0.00 | 4,694.93 | 4,694.93 | 0.00 | 4,694.93 | |
| Total Weald Library Fund | | | 739,100.00 | 4,694.93 | 743,794.93 | 578,948.07 | 166,269.96 | 1,423.10 |

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized

These are estimates to balance the budget

Malone Central School District
Budget Status Report As Of: 06/30/2021

Fiscal Year: 2021
Fund: L Weald Library Fund

| Budget Account | Description | Initial Appropriation | Adjustments | Current Appropriation | Year-to-Date Expenditures | Encumbrance Outstanding | Unencumbered Balance |
|---------------------------------|---------------------------|-----------------------|-----------------|-----------------------|---------------------------|-------------------------|----------------------|
| 4600-160 | Professional Salaries | 65,000.00 | -1,090.72 | 63,909.28 | 36,698.96 | 0.00 | 27,210.32 |
| 4600-161 | Clerical Expenses | 148,000.00 | 1,090.72 | 149,090.72 | 149,090.72 | 0.00 | 0.00 |
| 4600-162 | Part Time Help | 66,000.00 | 0.00 | 66,000.00 | 34,893.80 | 0.00 | 31,106.20 |
| 4600-201 | Equipment | 14,000.00 | 0.00 | 14,000.00 | 2,254.91 | 834.41 | 10,910.68 |
| 4600-321 | Books & Library Materials | 23,000.00 | 2,799.11 | 25,799.11 | 14,025.16 | 2,711.67 | 9,062.28 |
| 4600-322 | Children's Materials | 9,000.00 | 288.32 | 9,288.32 | 5,933.64 | 1,495.48 | 1,859.20 |
| 4600-323 | Videos | 2,000.00 | 0.00 | 2,000.00 | 225.53 | 0.00 | 1,774.47 |
| 4600-325 | Magazines | 2,000.00 | 0.00 | 2,000.00 | 1,738.30 | 0.00 | 261.70 |
| 4600-326 | Election Format Materials | 13,000.00 | 0.00 | 13,000.00 | 11,059.16 | 0.00 | 1,940.84 |
| 4600-327 | Audio Books | 2,500.00 | 0.00 | 2,500.00 | 931.66 | 97.94 | 1,470.40 |
| 4600-341 | Office & Library Supplies | 3,600.00 | 0.00 | 3,600.00 | 2,701.00 | 335.29 | 563.71 |
| 4600-342 | Postage | 3,000.00 | 0.00 | 3,000.00 | 998.00 | 0.00 | 2,002.00 |
| 4600-400 | Janitorial Svc & Supplies | 25,000.00 | 307.50 | 25,307.50 | 20,433.73 | 264.88 | 4,608.89 |
| 4600-401 | Contractual | 13,000.00 | 1,300.00 | 14,300.00 | 8,079.25 | 0.00 | 6,220.75 |
| 4600-410 | Insurance | 9,000.00 | 0.00 | 9,000.00 | 5,871.39 | 0.00 | 3,128.61 |
| 4600-420 | Electric & Oil | 27,000.00 | 0.00 | 27,000.00 | 14,910.68 | 0.00 | 12,089.32 |
| 4600-421 | Telephone | 5,000.00 | 0.00 | 5,000.00 | 3,122.16 | 0.00 | 1,877.84 |
| 4600-480 | Other Expenses | 8,000.00 | 0.00 | 8,000.00 | 3,893.25 | 0.00 | 4,106.75 |
| 4600-500 | Capital Improvement | 100,000.00 | 0.00 | 100,000.00 | 6,800.00 | 0.00 | 93,200.00 |
| 4600-610 | Retirement | 50,000.00 | 0.00 | 50,000.00 | 29,009.67 | 0.00 | 20,990.33 |
| 4600-615 | Social Security | 22,900.00 | 0.00 | 22,900.00 | 16,747.25 | 0.00 | 6,152.75 |
| 4600-616 | Health Insurance | 100,000.00 | 0.00 | 100,000.00 | 71,479.50 | 0.00 | 28,520.50 |
| 4600-617 | NYS Unemployment Ins | 4,000.00 | 0.00 | 4,000.00 | 1,679.92 | 0.00 | 2,320.08 |
| 4600-618 | Workers Compensation | 2,500.00 | 0.00 | 2,500.00 | 2,081.00 | 0.00 | 419.00 |
| 4600-619 | Vision Care | 1,600.00 | 0.00 | 1,600.00 | 1,095.30 | 0.00 | 504.70 |
| 4600-921 | Bldg Fund & Repair Contra | 20,000.00 | 0.00 | 20,000.00 | 2,845.02 | 0.00 | 17,154.98 |
| Total Weald Library Fund | | 739,100.00 | 4,694.93 | 743,794.93 | 448,598.96 | 5,739.67 | 289,456.30 |

Wead Library, Malone, NY
Bills Submitted for Approval
July 31, 2021

| <u>ACCT</u> | <u>ITEM</u> | <u>VENDOR</u> | <u>COST</u> | <u>VENDOR TOTAL</u> | <u>ACCOUNT TOTAL</u> |
|-------------|-----------------------------------|--|-------------|-------------------------|--------------------------|
| 201 | EQUIPMENT | Wells FargoVen Fin Serv - circ printer (Pd) | | \$ 42.00 | |
| | | Nat'l Business Tech - overage TASKalfa (Pd) | | \$ 163.08 | |
| | | The Home Zone - 2 chairs and desk (Pd) | | \$ 590.00 | |
| | | CST Group - Cyber power battery backup (Pd) | | \$ 89.00 | \$ 884.08 |
| 321 | BOOKS & LIBRARY MATERIALS | Baker & Taylor (Pd) | \$ 224.88 | | |
| | | Baker & Taylor (Pd) | \$ 1,013.34 | \$ 1,238.22 | |
| | | Wall St Journal - additional postage (Pd) | | \$ 35.00 | |
| | | FA Yearbook - 2021 The Student (Pd) | | \$ 60.00 | |
| | | The Wild Center - 2 library passes (Pd) | | \$ 180.00 | |
| | | M McDonald - reimb for amazon book (Pd) | | \$ 18.32 | \$ 1,531.54 |
| 322 | CHILDREN'S MATERIALS | Baker & Taylor (Pd) | | \$ 446.24 | |
| | | Broad Reach Books (Pd) | | \$ 399.99 | |
| | | The Penworthy Company (Pd) | | \$ 365.73 | \$ 1,211.96 |
| 341 | OFFICE & LIBRARY SUPPLIES | WB Mason - paper, tape, cardstock (Pd) | \$ 101.33 | | |
| | | WB Mason - poster board (Pd) | \$ 24.10 | | |
| | | WB Mason - tape, poster board, paper (Pd) | \$ 42.62 | \$ 168.05 | |
| | | Brodart Co - book jacket, pockets, cards (Pd) | | \$ 144.94 | |
| | | Demco - spine labels, protectors, tape (Pd) | | \$ 211.18 | \$ 524.17 |
| 400 | JANITORIAL EXPENSES | Valley Paper - multifold towels (Pd) | | \$ 27.00 | \$ 27.00 |
| 401 | CONTRACTUAL | CST Group - remote mon 6/21+ onsite (Pd) | \$ 541.25 | | |
| | | CST Group - remote monitoring 7/21 (Pd) | \$ 375.00 | \$ 916.25 | |
| | | InStream - microfilm contract 7/21 - 7/22 (Pd) | | \$ 630.00 | \$ 1,546.25 |
| 420 | ELECTRIC, OIL & WATER EXPENSES | National Grid - outdoor light (Pd) 106 kWh | \$ 25.49 | | |
| | | National Grid - electric (Pd) 3764 kWh | \$ 583.45 | \$ 608.94 | |
| | | Village of Malone - water/sewer (Pd) | | \$ 120.00 | \$ 728.94 |
| 421 | TELEPHONE | East Westelcom - internet/phone 6/21 (Pd) | \$ 267.28 | | |
| | | East Westelcom - internet/phone 7/21 (Pd) | \$ 267.28 | \$ 534.56 | \$ 534.56 |
| 480 | OTHER EXPENSES | 102.7WICY - 14 June ads (Pd) | | \$ 72.50 | |
| | | Bernie Hurlbut - cartoonist program (Pd) | | \$ 295.00 | |
| | | Thomas Walsh - songs/stories program (Pd) | | \$ 265.00 | |
| | | Nan Hoffman - virtual access to music (Pd) | | \$ 100.00 | |
| | | Johnson Newspaper Corp - 3 legal ads (Pd) | | \$ 154.40 | |
| | | M Mcdonald - reimb Amazon order (Pd) | \$ 42.78 | | |
| | | M Mcdonald - reimb laminating, crafts (Pd) | \$ 299.52 | \$ 342.30 | |
| | | CEFLS - reimburse for RiverJack Z prog (Pd) | | \$ 1,660.00 | \$ 2,889.20 |
| 619 | VISION CARE | CSEA - employee vision care 6/21 (Pd) | | \$ 97.36 | \$ 97.36 |
| 921 | BLDG FUND & MAINTENANCE | G&E Extinguishers - Annual inspection (Pd) | | \$ 87.00 | \$ 87.00 |

Wead Library, Malone, NY
Bills Submitted for Approval
August 31, 2021

| <u>ACCT</u> | <u>ITEM</u> | <u>VENDOR</u> | <u>COST</u> | <u>VENDOR TOTAL</u> | <u>ACCOUNT TOTAL</u> |
|-------------|--------------------------------|---|-------------|---------------------|----------------------|
| 201 | EQUIPMENT | Wells FargoVen Fin Serv - circ printer (Pd) | | \$ 42.00 | |
| | | Twinstare Technologies - new phone (Pd) | | \$ 206.39 | |
| | | The Libray Store - Chart/wipe board - (Pd) | \$ 267.49 | | |
| | | The Library Store - storage cart - legos (P | \$ 833.41 | \$ 1,100.90 | |
| | | M McDonald - reimburse chair (Pd) | | \$ 200.00 | \$ 1,549.29 |
| 321 | BOOKS & LIBRARY MATERIALS | Baker & Taylor Inv# 2036120861 (Pd) | \$ 16.67 | | |
| | | Baker & Taylor Inv# 2036154372 (Pd) | \$ 16.67 | | |
| | | Baker & Taylor Inv# 2036136302 (Pd) | \$ 206.00 | | |
| | | Baker & Taylor (Pd) | \$ 299.73 | | |
| | | Baker & Taylor (Pd) | \$ 497.51 | \$ 1,036.58 | \$ 1,036.58 |
| 322 | CHILDREN'S MATERIALS | Baker & Taylor Inv# 2036120861 (Pd) | \$ 247.00 | | |
| | | Baker & Taylor Inv# 2036154372 (Pd) | \$ 10.34 | | |
| | | Baker & Taylor Inv# 2036136302 (Pd) | \$ 98.46 | | |
| | | Baker & Taylor (Pd) | \$ 62.26 | \$ 418.06 | \$ 418.06 |
| 326 | ELECTRONIC FORMAT MAT. | M McDonald - reimb for wix website | | \$ 149.04 | \$ 149.04 |
| 327 | AUDIOS | Bestsellers Audio - 6 cds (Pd) | | \$ 277.40 | \$ 277.40 |
| 341 | OFFICE & LIBRARY SUPPLIES | WB Mason - dry erase & misc (Pd) | \$ 123.58 | | |
| | | WB Mason - dvour kits & misc (Pd) | \$ 107.12 | \$ 230.70 | \$ 230.70 |
| 400 | JANITORIAL EXPENSES | Valley Paper - multifold & Toilet tissue (Pd) | | \$ 76.00 | |
| | | WB Mason - children's face masks (Pd) | | \$ 19.98 | |
| | | Citizen Advocates - Janitorial 6/21 (Pd) | \$ 1,482.39 | | |
| | | Citizen Advocates - Janitorial 7/21 (Pd) | \$ 1,482.39 | \$ 2,964.78 | |
| | | M McDonald - reimb for book disposal (Pd) | \$ 60.50 | | |
| | | M McDonald - reimb for LED bulbs (Pd) | \$ 43.42 | | |
| | | M McDonald - reimb for LED bulbs (Pd) | \$ 65.14 | \$ 169.06 | \$ 3,229.82 |
| 401 | CONTRACTUAL | CST Group - remote monitoring 8/21 (Pd) | | \$ 375.00 | \$ 375.00 |
| 420 | ELECTRIC, OIL & WATER EXPENSES | National Grid - outdoor light (Pd) 106 kWh | \$ 27.48 | | |
| | | National Grid - electric (Pd) 3887 kWh | \$ 663.07 | \$ 690.55 | \$ 690.55 |
| 421 | TELEPHONE | East Westelcom - internet/phone 8/21 (Pd) | | \$ 268.45 | \$ 268.45 |
| 480 | OTHER EXPENSES | 102.7WICY - 14 July ads (Pd) | | \$ 72.50 | |
| | | M Mcdonald - reimb planters (Pd) | | \$ 25.90 | |
| | | NNYLN - 7/21 - 6/22 membership (Pd) | | \$ 52.50 | |
| | | Universal Advertising - box on map (Pd) | | \$ 108.00 | |
| | | Petty Cash 7/21 - Joanne - fleece (Pd) | \$ 27.19 | | |
| | | Petty Cash 7/21 - Price Chop - Katie (Pd) | \$ 28.34 | | |
| | | Petty Cash 7/21 - Walmart - cords (Pd) | \$ 16.73 | \$ 72.26 | |

Library Report 9/21/2021

Summer was a busy and we tried to take every advantage of the fresh outdoor air. The WEAD and READ garden yielded numerous cucumbers and cherry tomatoes that were shared with patrons. We hope to continue the garden next season. The book sale ended up running to the end of August with books being FREE July and August. With no where to send the leftover books we recycled what we could and disposed of the rest. We ended up depositing \$926 from the book sale. The next sale is anticipated for February. The summer reading program came to a close mid-August and the final report for the mini grant has been submitted. There were 82 child, 1 teen and 22 adult participants this year in a variety of activities.

Although we have postponed plans to resume our story hours and family movie nights due to the surge in local COVID cases, we are planning Fall events with safety in mind. The Whimsical Women Art show is currently showing on the 3rd floor. The outdoor reception on Sept 1 hosted upwards of 70 people. This show will continue through Sept 30th. Carole Bracy has booked the upstairs for a photography show running October 2-16th. Karlee and Mary are to represent the library in the Art at the Orchard event Sept. 25th at Prairie's Orchard. We will be "Reading under the Apple Tree" from 11:30am-12:30pm.

Chelsie and Karlee have been attending webinars and sharing any new knowledge with coworkers. Chelsie plans to attend the virtual NNYLN Fall meeting in October and the NYLA Virtual Conference in November. Karlee previewed a free webinar discussing homelessness in the library and spent time touring and interviewing Saranac Lake Library Director Pete Benson.

On September 1st the library launched a new website. Weadlibrary.com will be easier to remember and more user friendly for patrons. Chelsie designed the website and is training the staff on how to manage it. There is a newly added DONATION tab where patrons can make a monetary donation to the library with a small fee through paypal.

The Wead Library has been excited to welcome two new employees this summer. Tammy Henderson was hired as a part-time library page and began work July 6th. A long-time weekly patron, it seems she has always been here. Jayden Dabiew came on board September 11th after volunteering to work on projects in the children's room. She was hired as a part-time library page substitute and will work around her high school schedule.

Librarian Report

I spoke to a representative from American Digital Memories to discuss the digitization of our high school year book collection and our microfilm. It is our hope that we can make these records more accessible to our patrons. This project would also decrease the significant amount of time staff members spend manually searching for records on microfilm. We were provided two separate quotes for each service. For 547 microfilm reels, we have been offered a per image rate of sixteen cents (\$0.16) per image, this brings the project total to \$87,520.00. The microfilm reels would be converted to 400dpi TIFF and would also be accompanied by a searchable PDF. The second quote for 31 High School Yearbooks which would also be converted to a searchable PDF at the rate of sixteen cents (\$0.16) per image, at a total of \$744.00. I was assured that the project could be split into phases. I plan to reach out to other digitization companies in the coming weeks.

Due to the COVID 19 pandemic, our purchases through Baker & Taylor have been impacted greatly by closed warehouses and staff shortages. In an attempt to meet patrons needs, I have spoken with a new book distributor Ingram Library Services. I was assured that our orders would be processed and shipped within ~~in~~ days. I put in our first children's order and am optimistic.

This October, we will be participating in the Great Give Back! The Great Give Back is a community service initiative created by the Suffolk County Public Library Directors Association and the Suffolk Cooperative Library System, in conjunction with the Nassau Library System. The mission of The Great Give Back is to provide a day of opportunities for the patrons of the Public Libraries of New York State to participate in meaningful, service-oriented experiences. This year, October 2nd – 20th, we will be collecting donations of new personal care items and household essentials. Donations will be placed in our Wead Library Community Pantry which will be installed near our back book drop.

At this time, Karlee and I plan on offering outdoor Story Hour programing at the Arsenal Green Gazebo every Wednesday this October. While we consider these programs to be weather dependent, only the worst weather will result in a cancellation. We will continue to monitor the rising COVID 19 case numbers in our county. We hope to resume weekly Story Hour programing this coming spring.

Board Training - Mandatory

All Wead Library staff and board members are required to complete legal training for *CONFRONTING SEXUAL HARASSMENT Tools and strategies to create a harassment-free workplace*. This was presented in the fall of 2019.

Please complete by October 1, 2021.

The video is 45 minutes long. There will be a Certificate of Completion to print at the end. When the certificate appears on screen, please print the certificate (screen) before clicking "continue". The library needs to keep your certificate on file.

If you have taken sexual harassment training July 1, 2021 or after through other employment please provide the library with a copy of your certificate of completion so you do not need to take it twice.

Please go to the following website and follow the instructions to complete the training. It must be done at one sitting as it cannot be closed and restarted where you left off.

<https://www1.nyc.gov/site/cchr/law/sexual-harassment-training.page>

If you have any problems, please let me know.

Thank you,

Mary

Wead Library

518 483-5251

mcdonald@nnyln.org

Upcoming events

1 message

Optional Board Training

Steven Kenworthy <skenworthy@cefls.org>

Thu, Sep 16, 2021 at 1:14 PM

To: CEFDA <CEFDA@cefls.org>, CEFStaff <CEFStaff@cefls.org>

Here are three webinars you and your boards may be interested in:

1. Monday, October 4, 1:00pm—2:00pm, NYS Public Library Minimum Standards webinar. A general overview of Public Library minimum standards for PLS Directors and staff, Public Library Directors, and trustees. Register [here](#).
2. Monday, November 15, 2:00-3:30pm, E-Rate Training for 2021, presented by Win Himsworth of E-Rate Central. Register [here](#).
3. Please check out the *Trustee Handbook BookClub* program with PULISDO, the State Library, and LTA at <https://midhudson.org/trusteebookclub/> Registration is now live. The format will be a 90-minute, online program. Trustees are encouraged to read the focal chapter ahead of the event, to think through the questions we've provided and even submit their own questions in advance. The event outline will include a brief introduction to the chapter topic by Jerry Nichols and Rebekkah Smith Aldrich and then our peers Ron Kirsop, executive director of the Pioneer Library System, and Brian Hildreth, executive director of the Southern Tier Library System, have stepped up to moderate the questions received in advance so Jerry and Rebekkah can cover them. They will also leave time to take questions live from the audience. Each session will be recorded and archived. The archived version along with a "DIY" discussion toolkit for boards to use in perpetuity will be provided at the same link provided above. For more information, please contact Rebekkah at rsmith@midhudson.org.

Steve Kenworthy



Director, Clinton-Essex-Franklin Library System
33 Oak Street
Plattsburgh, NY 12901
(518) 563-5190

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