

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
January 23, 2023

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the January 23rd 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 – November 14, 2022

Treasurer's Reports – October 2022, November 2022

Action on Bills – November 2022, December 2022

Communications –

- Thank you from Lamicas for Mitch & Abby's Birthday party
- Thank you to Garrows for monetary donation
- Thank you to K Letourneau & R Poirier for stuffed animal donation
- Second memorial donation from A & T Stickney for K Marceau
- Memorial donations for D Minnich are ongoing at this time

Library Report - January 2023

Librarian's Report - January 2023

Old Business –

- Civil Service Update
- Long Range Plan
- Covid Policy

New Business –

- Personnel Code of Conduct addition
- Part-time Personnel Policy
- Updated Constitution and Bylaws
- Date for Annual Meeting (Vote)

Date for Next Board Meeting – Monday, February 27, 2023 @ 7:00pm

Adjournment

Minutes of the Wead Library Board Meeting on November 14, 2022

Present: Melissa Benardot, President
Jeanne LeClerc, Treasurer
Anne Werley Smallman, Secretary
Chris Eggsware, Vice President
Lucille Poirier, board member
Mary McDonald, Senior Clerk

Call to order: 7:03 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the October 17, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of September 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the October 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Question by Anne Werley Smallman re: reimbursement to CRusso for fleece - Mary McDonald explained that the fleece material was for a teen program; leftover material will be used in an unintentional second program with ARC clients. Question by Lucille Poirier re: Symquest bill - Mary explained the IT service by Symquest is sub-par. New quotes for IT service will be solicited in January. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes to
 - A. Fields & P. Weill for fresh produce
 - Anja Bouchard at CEFLS for program/grants
- A thank you note was received from Flanders Elementary School 4th grades for participation in the Native American presentation.
- A thank you note was received from the family of Kathleen Marceau.
- Email received from Audrey & Tom Stickney (family of Kathleen Marceau) regarding donation toward memorial feature in children's room. The library staff's suggestions of sensory items with a memorial plaque was warmly received and the financial donation to purchase those will be forthcoming.

Library Report by Mary McDonald: *see attached*

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

Old Business

- Revised hours: while the new hours were noted in previously accepted minutes, it was suggested that a formal motion/vote be made.

Motion by Lucille Poirier/ second by Chris Eggsware to modify the open hours of Wead Library to: Mon/Tues/Fri 10-6; Wed/Thurs 10-7; Sat 10-3. Approved unanimously.

No New Business

Executive Session: The trustees entered Executive Session at 7:31pm to discuss personnel matters relating to appointment, promotion, and job descriptions upon motion by Chris Eggsware/second Lucille Poirier.

Motion to leave executive session by Chris Eggsware/second by Lucille Poirier at 7:45pm.

The next regularly scheduled board meeting will be January 23, 2023 at 7pm.

Adjourned at 7:46pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

Wead Library, Malone, NY
Bills Submitted for Approval
November 25, 2022

| <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 - -everage taskalfa (Pd) | | \$ 163.19 | \$ 205.19 |
| 321 | BOOKS & LIBRARY | Baker & Taylor (Pd) | \$ 319.56 | | |
| | MATERIALS | Baker & Taylor (Pd) | \$ 448.41 | | |
| | | Baker & Taylor (Pd) | \$ 278.78 | | |
| | | Baker & Taylor (Pd) | \$ 154.45 | \$ 1,201.20 | |
| | | Center Point Large Print (Pd) | | \$ 589.68 | |
| | | Bonner Springs Library - damaged book (Pd) | | \$ 16.99 | \$ 1,807.87 |
| 322 | CHILDREN'S | Ingram Library Services (Pd) | \$ 31.78 | | |
| | MATERIALS | Ingram Library Services (Pd) | \$ 9.74 | | |
| | | Ingram Library Services (Pd) | \$ 214.37 | \$ 255.89 | |
| | | C Russo - reimb 4 books (Pd) | | \$ 51.00 | \$ 306.89 |
| 325 | MAGAZINES | BookPage - 2023 subscription (Pd) | | \$ 40.00 | |
| | | EBSCO - yearly magazine subcriptions (Pd) | | \$ 1,465.02 | \$ 1,505.02 |
| 341 | OFFICE & LIBRARY | WB Mason - paper, calendars, masks (Pd) | | \$ 131.37 | |
| | SUPPLIES | Petty Cash - Runnings - batteries (Pd) | | \$ 5.39 | \$ 136.76 |
| 400 | JANITORIAL | Citizen Advocates - Oct + trim custodial (Pd) | | \$ 1,732.39 | |
| | EXPENSES | Valley Paper Co - tissue and towels (Pd) | | \$ 57.95 | |
| | | Petty Cash - Walmart - sanitizer, first aid (Pd) | | \$ 81.40 | \$ 1,871.74 |
| 401 | CONTRACTUAL | Symquest - Safetynet 11/2022 (Pd) | | \$ 465.00 | |
| | | Symquest - support billing 4/2022 (Pd) | | \$ 82.50 | \$ 547.50 |
| 420 | ELECTRIC, OIL & | National Grid - outdoor light (Pd) 106 kWh | \$ 41.21 | | |
| | WATER EXPENSES | National Grid - electric (Pd) 2376 kWh | \$ 682.62 | \$ 723.83 | |
| | | Adiron Energy - Fuel Oil - 132.9 gal (Pd) | \$ 633.88 | | |
| | | Adiron Energy - Fuel Oil - 165.6 gal (Pd) | \$ 799.86 | \$ 1,433.74 | \$ 2,157.57 |
| 421 | TELEPHONE | Westelcom - phone internet Nov 2022 (Pd) | | \$ 291.06 | \$ 291.06 |
| 480 | OTHER EXPENSES | MMcDonald - reimb 3 program food (Pd) | | \$ 129.56 | |
| | | Petty Cash - Price Chop - author food (Pd) | \$ 36.12 | | |
| | | Petty Cash - Dunkin - mtg coffee (Pd) | \$ 20.99 | \$ 57.11 | |
| | | Industrial Press - 100 tote bags (Pd) | | \$ 326.00 | |
| | | SRF school - yearbook ad (Pd) | | \$ 75.00 | \$ 587.67 |
| 619 | EMPLOYEE | Employee Vision Care - Nov 2022 (Pd) | | \$ 97.36 | \$ 97.36 |
| | VISION CARE | | | | |
| 921 | BLDG FUND | Cornerstone Services - boiler clean/repair (Pd) | | \$ 552.17 | |
| | & MAINT. | Kmartin - reimb board table coasters (Pd) | | \$ 70.13 | \$ 622.30 |
| | | | | | \$10,136.93 |

Wead Library, Malone, NY
Bills Submitted for Approval
December 21, 2022

| <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 | |
| | | Demco - book truck children's room (Pd) | | \$ 572.09 | |
| | | M McDonald - reimb netgear switch (Pd) | | \$ 33.99 | \$ 648.08 |
| 321 | BOOKS & LIBRARY | Baker & Taylor (Pd) | \$ 267.08 | | |
| | MATERIALS | Baker & Taylor (Pd) | \$ 54.76 | | |
| | | Baker & Taylor (Pd) | \$ 135.88 | \$ 457.72 | |
| | | M McDonald - reimb Amazon books (Pd) | | \$ 174.95 | \$ 632.67 |
| 322 | CHILDREN'S | Ingram Library Services (Pd) | | \$ 22.69 | |
| | MATERIALS | Demco - sensory wall items (Pd) | | \$ 1,382.19 | \$ 1,404.88 |
| 323 | VIDEOS | M McDonald - reimb for Amazon videos (Pd) | | \$ 51.28 | |
| | | Sentimental Productions - Xmas dvd (Pd) | | \$ 25.00 | \$ 76.28 |
| 341 | OFFICE & LIBRARY | WB Mason - Misc office supplies (Pd) | | \$ 21.49 | |
| | SUPPLIES | Industrial Press - library applic cards (Pd) | | \$ 137.50 | \$ 158.99 |
| 400 | JANITORIAL | Citizen Advocates - Nov custodial (Pd) | | \$ 1,482.39 | \$ 1,482.39 |
| | EXPENSES | | | | |
| 401 | CONTRACTUAL | Symquest - Safetynet 12/2022 (Pd) | | \$ 465.00 | |
| | | Symquest - support billing 11/2022 (Pd) | | \$ 244.20 | \$ 709.20 |
| 420 | ELECTRIC, OIL & | National Grid - outdoor light (Pd) 106 kWh | \$ 40.81 | | |
| | WATER EXPENSES | National Grid - electric (Pd) 2433 kWh | \$ 666.84 | \$ 707.65 | |
| | | Adiron Energy - Fuel Oil - 311 gal (Pd) | \$ 1,234.23 | | |
| | | Adiron Energy - Fuel Oil - 297.1 gal (Pd) | \$ 999.33 | \$ 2,233.56 | \$ 2,941.21 |
| 421 | TELEPHONE | Westelcom - phone internet Dec 2022 (Pd) | | \$ 291.06 | \$ 291.06 |
| 480 | OTHER EXPENSES | MMcDonald - reimb 2 program food (Pd) | | \$ 95.77 | |
| | | Petty Cash - Target - yoga, cards (Pd) | \$ 14.99 | | |
| | | Petty Cash - Walmart - Xmas lights (Pd) | \$ 11.98 | | |
| | | Petty Cash - Price Chop -cider/cookies (Pd) | \$ 23.96 | | |
| | | Petty Cash - Dollar Tree - batteries (Pd) | \$ 21.06 | \$ 71.99 | \$ 167.76 |
| 618 | WORKERS COMP | King-Clark - renewal 2023-2024 (Pd) | | \$ 1,918.00 | \$ 1,918.00 |
| 619 | EMPLOYEE | Employee Vision Care - Dec 2022 (Pd) | | \$ 97.36 | \$ 97.36 |
| | VISION CARE | | | | |
| 921 | BLDG FUND | Adirondack Alarms - Monitoring fee to2/23(Pd) | | \$ 60.00 | |
| | & MAINT. | Keating's Electric - fix switch on mezz (Pd) | | \$ 150.00 | \$ 210.00 |
| | | | | | |
| | | | | | \$ 10,737.88 |

Library Report 1/23/2023

Compared to some years, the winter weather this year has been moderate so far with only 2 storm closings on Fridays December 16th and January 13th. We have not yet had to cancel any night activities due to weather. Hopefully this trend will continue. Adopting the school closures has made our procedure much easier. The crews at Cleansweep and Maloney's Trucking have been doing a good job keeping the library walkways, driveway and gazebo clear and safe for staff and patrons.

Cornerstone was called in the first week of January after staff noticed an electrical burning smell and a loud buzzing noise coming from the ceiling in the back adult fiction room. The motor on the blower for the heating/ac unit had to be replaced. The heat was back up and running the next day.

M McDonald and N Andre completed and submitted the Annual Comptroller's Financial report and are awaiting the opening of the Library Annual Report to be opened by the state. C Russo and B Brabon have finished compiling the yearly statistics, which will be vital to completing the report.

We have hired Jeanne Lavoie as a new part-time library page. She began work on November 28th. Her strong connection to the community serves us well as she knows many people who walk through the door. We now have 3 employees covering every shift.

The library community has been saddened by the death of retired library director David Minnich on January 4, 2023. Per his family, there are no immediate plans and they will perhaps hold a memorial service in the future. Out of respect and remembrance, we draped his portrait in a navy blue cloth which will remain draped for the month. Our post on facebook has stirred many a memory from a variety of people whose lives Mr. Minnich touched during his 50+ years at the library. The Malone Telegram ran a story which was published in the Saturday, January 7th edition highlighting his accomplishments and thoughts from community members. This is truly the end of an era for the Wead Library.

Respectfully,
Mary McDonald, Principal Library Clerk

Librarian Report
January 23, 2023

I have been spending time working on the Libraries Transforming Communities: Accessible Small and Rural Communities grant. The grant is due by February 28th. I did get confirmation from the ALA project director that our unique partnership with the school district should not stand in the way of receiving this grant. For the purpose of this grant, we are looking at making our interior and exterior doors handicap accessible and installing wayfinding signage on the outside and inside of the building.

The library hosted Family Portrait Day on December 3rd, from 10 a.m. to 1:30 p.m. There were 43 participants this year.

Lisa Coryea from the Adirondack Animal Coalition is hosting an 'Animal Safety Program' on January 26th at 11 a.m. The program is for children ages 6-10. Participants will learn, play games, and craft.

Next month, Story Hour will be returning on Tuesdays at 11 a.m. The stories and activities will be geared toward children 2-5 years old. I will also be hosting an evening family story hour one Friday a month. The first meeting will be Friday, February 17th at 5 p.m. A new weekly program 'Stories and STEAM' will begin on Wednesday, February 1st at 11 a.m. This program will be for school aged children in kindergarten through fifth grade. 'Stories and STEAM' will explore science, technology, engineering, art, and mathematics each week through stories and hands-on activities. Registration for the first week is open.

We will be celebrating Black History Month (February) through the screening of two films. Just Mercy starring Michael B. Jordan and Jamie Foxx will be played on Monday, February 13th at 1 p.m. King Richard starring Will Smith and based on the true story of Venus and Serena Williams will be played Monday, February 27th at 1 p.m. Both films are rated PG-13.

We plan to launch our library's participation in the Beanstack in March 2023. This will allow staff and patrons to become familiar with Beanstack before the start of the summer reading. Beanstack is a mobile-friendly site (and app) for local families to participate in the Library's reading challenges, including summer reading, winter reading, and activity challenges. Individuals, families, and classes are able to register, log their reading, and earn incentives. Beanstack provides a visual badge/points system, reader streak, and achievement tracker. Karlee and I have scheduled multiple days in March to visit the Malone Middle School to promote Beanstack and our other programs. Beanstack complies with New York State Education Law Section 2-D regulations regarding student data privacy.

This year's Summer Reading Program (SRP) slogan is "All Together Now : Todos Juntos Ahora" with the theme of Kindness/Friendship/Unity. We have scheduled our SRP launch program. Jeff Boyer's Big Bubble Bonanza will be at the Wead Library on Wednesday, July 5th at 10 a.m. I have seen Jeff perform in the past and it truly is fun for all ages! Jeff has applied for a Stewart's Holiday Match grant to offset the cost of the performance.

Thanks!
Chelsie Russo