

## Minutes of the Wead Library Board Meeting November 24, 2025

Present: Chris Eggsware, board member  
 Jeanne LeClerc, Vice President  
 Lucille Poirier, President  
 Anne Werley Smallman, Secretary  
 Mary McDonald, Senior Library Clerk  
 Anne Paulson, Library Director  
 Darlene Fanus, Treasurer

Guests: Kaitlin Parker  
 Marian

Call to order: 5:01 pm by Lucille Poirier, President.

Motion by Jeanne LeClerc/second by Darlene Fanus to approve the agenda.

Motion by Anne Smallman /second by Chris Eggsware to approve the minutes of the meetings on October 20, 2025. Unanimously approved.

Treasurer's reports for September & October 2025 were received. Per an October 14 email from Mary McDonald to the board, Rhonda Poirier corrected the savings fund balance figure we had discussed; the correct figure is \$1,015,164.66.

Motion to accept the bills as paid dated September 30 and October 27, 2025 by Chris Eggsware/second by Jeanne LeClerc. Mary McDonald noted that electricity has not been billed since August since the meter is broken. National Grid anticipates repairing the meter in late November, which will result in a large bill, probably in January. Unanimously approved.

### Communications:

- Anne Paulson sent Thank yous for donations
  - Senior Bridge Club made a monetary donation after using the library space twice a
  - Qi Gong class donated after their final class for the year
- Emails to Malone Central School librarians to ask their principals to send out notification about the Veteran's Day program on Parent Square; this will continue for future programs.
- Malone Telegram article on the library Homegrown Art Wall, which is coordinated by staff member Sharon Carey

### Director's Report by Anne Paulson:

- The Library Clerk civil service exam was given last week; we await the list from the Civil Service office.
- Anne Paulson has received one application for the Librarian I position, which she will continue to pursue.

- Until the Librarian I can take over the Preschool Story Time, Families 'R Us is running them for us. It has benefitted both organizations.
- Anne Paulson would like to pursue forming a Friends of the Library group which, with a 501(c)(3) designation, would be able to receive donations and grants in a way the Wead Library itself cannot. We will continue to work to establish and build this group.

#### Old Business

- Roof/window project: Today is the deadline for the board to take action on the bid from RSI Roofing. Anne Paulson finally got ahold of John McArthur of Beardsley Design by phone this afternoon, after repeatedly trying to make contact. John McArthur will try to secure from RSI Roofing the revised bid and a further extension of the bid timeline to give time for the board to deliberate. Anne Paulson will notify the board when we receive the renewed bid from RSI.

#### New Business

- Front book drop: Anne Paulson brought one recommendation of a pedestal style external book drop to suggest to replace the interior one at the front door. Concerns about cost, and size (especially over vacations) were expressed with various models. Anne will explore other options and bring them to the next board meeting.
- Motion to accept the revised organizational flow chart replacing the Principal Library Clerk with the Library Director by Darlene Fanus/second by Chris Eggsware. Unanimously approved.
- Chris Eggsware tendered her resignation from the Library Board, which was accepted, with regret and thanks for her many years of service to the Library.
- Motion by Darlene Fanus/second by Jeanne LeClerc to appoint Kaitlin Parker to fill the unexpired term vacated by Chris Eggsware. Unanimously approved.
- Lucille Poirier proposed two changes to the Board Bylaws:
  - Article 3:4 - that the Board Treasurer title be changed to Finance Officer (the Trustees Handbook names the MCSD Treasurer as the Wead Library Treasurer)
  - Article 2:4 - term of office - when we appoint someone to fulfill a vacant, unexpired term, they currently have to stand for election at the next election day. The change would mean that the appointee would not
    - "3:4 Vacancies which occur for reasons other than expiration of term may be filled for the remainder of the term by the Board of Trustees."
    - "2:4 The Finance Officer shall be the financial officer and representative of the Board in business relating to the receipt and disbursement of Library funds, and as such shall present for Board review and approval at regular intervals: (1) properly itemized and authenticated vouchers for materials, supplies or services furnished to the Library, (2) periodical reports of the financial status of the Library operations prepared with the assistance of the Director of the Library or designee and, (3) shall perform such other duties as are generally associated with that office. The Finance Officer shall be bonded in an amount as may be required by a resolution of the Board."

- The proposed by-laws changes will be published for public comment and voted on at the next Board Meeting.
- Lucille Poirier proposed the creation of a Finance Committee to help create and monitor the budget and a Planning Committee to look at policies, long-term plan, etc and keep us on track. Our by-laws (Article 5) provides for a variety of committees.
- Marian expressed the appreciation of the part-time staff for Chris Eggsware's volunteer work and advocacy. She was also eager to hear about the status of the Library Clerk vacancy, since the part-time staff has been working extra to cover the Clerk duties.
- Mary McDonald reported on a call today from Ed Lockwood at Adirondack Energy (who won our fuel oil bid) - there is a federal regulation that changes the type of fuel oil available to us (B-10 vs B-5) that causes freezing below 20 degrees F. With the additive they are putting in the fuel oil it likely will not freeze until 5-10 degrees F. It is not possible to just insulate the outside fuel tank. The new fuel has already caused problems with sludge. The proposed solution by Ed is to switch over to Kerosene, which has a lower freeze point, but that is \$.19 more per gallon. It is possible to mix Kerosene and Fuel Oil with no problem. We will explore that option.

Motion by Lucille Poirier to move into Executive Session to discuss matters of staffing at 6:24pm.

Motion by Lucille Poirier to move out of executive session/second by Jeanne LeClerc at 6:35pm

Motion by Darlene Fanus to adjourn/second by Kaitlin Parker. Meeting adjourned at 6:36pm

The next regularly scheduled board meeting will be January 26, 2025 at 5pm.

Respectfully submitted,

Anne Werley Smallman  
Secretary, Board of Trustees