

Wead Library Board of Trustees

Agenda

June 22, 2026

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the **June 22nd** meeting of the Wead Library's Board of Trustees, which will be held that **Monday at 4:30pm** on the 3rd floor of the library at 64 Elm Street, Malone, NY.

Call to order

Approval of Agenda

Approval of Minutes of May 26, 2026

Treasurer's Reports -

Bills Submitted -

Communications - Thank you notes to:

Book Sale volunteers, Liz Marshall, Barb Winthrop Benware,
Chris Eggsware, Jeanne Lecerc, Jan Chatland, Debbie Trickey
Story time volunteer - Alexandra Dolan, Families R Us

Library Report

Old Business - Roof Window Project

New Business - HVAC system

Anticipated Executive Session - for the purpose of discussing personnel relating to matters of appointment, promotion and job descriptions

Executive Session item votes

Date for Next Board Meeting –

Adjournment

Wead Library Report 6/22/2026

Library Facility

- Construction Project updates:
 - Operations are back to normal after the roof leaked beginning Saturday, June 6th and throughout the following week. The Library was shut down Monday and Tuesday while Adirondack Alarms and MCSD inspected and repaired the damage.
 - A construction update meeting is scheduled for Weds June 24th at 1pm.

Library Book Sale

- Staff member Gayle Cypher coordinated the set up with teen volunteers on Saturday, May 30th. Teen volunteers did a great job. They included Naryan Bosco, Caitlin Corrice, Addison Fleury, McKaylee Major Desmond Ruvola and Leonardo Ruvola.
- The book sale took in a total of \$934. \$645 was collected the first day. \$130 was collected the second day.
- Appreciation was extended to the volunteers Liz Marshall, Barb Winthrop-Benware, Jan Chatland, Debbie Trickey, Chris Eggsware and Jeanne Leclerc
- The sale was to run June 5-13, but was extended through June 16th to compensate for the 2 days we were unexpectedly closed.
- The Malone Telegram ran several photos promoting the sale and the extended dates. The Free Trader also ran a display ad for the sale.
- I have been in touch with Upstate Prison who will pickup 20 boxes of leftover books for use at their facility.
- The money will help fund the Summer Reading Program.

Finance

- Received a \$184.58 rebate check from American Power & Gas
- Awaiting financial reports from Malone Central School District
- Invoices have been paid to date, but I have not compiled the bills submitted at this time.
- I am working with MCSD accounts payable and treasurer to complete multiple year-end tasks.

Summer Programming

- The library will be hosting America's 250th Birthday Party Story Time geared toward ages 8 and under on July 1st. Patrons are asked to RSVP so we have a count to work with. Staff member Sharon Carey has also created a festive bulletin board in the downstairs hallway highlighting America's history timeline as well as a Declaration of Independence display in the children's non-fiction room.
- We will be setting up a display by the main desk to promote the Almanzo Wilder Farm's Little House cast reunion on Saturday, July 25 & 26. We will be borrowing tea cups from the kitchen and a yoke from the barn to display with our collection of Little House books. We will also help promote Almanzo's maple trees fundraiser in the display.

- The Summer Reading Program will run July 6 - Aug 8. The theme is "Unearth a Story" which will feature dinosaurs. Programs will be held each Wednesday in June at 11am in the upstairs room at the Malone Lodge of Elks. Presenters feature music with Riverjack Z and Nan Hoffman, Drumming with Cathie Bonville, Ron Cain's Magic Show and in August Amazing Adirondack Events will present a Dino STEM program.
- I have been working with Sharon Carey to plan make-n-take crafts or activities each week. The staff will help prepare the materials. Staff member Zeallah Senter is helping with the brochure and flyers.
- The FREE Summer Lunch program will start July 6, 2026 and run through August 14. Anyone 18 or under can pick up a FREE bagged lunch between 11:15am-12:15pm. If the construction hinders the pickup the plan is to move it outside across the street to the park or Elks Club.

Principal Library Clerk activities

- 3 new computers were installed by Symquest on 5/14/26. The install had multiple issues that are still being resolved, now remotely which once again has taken much of my time. The printer at the front desk has not been working properly and National Business Corp determined the wrong print drivers were installed. I worked with Symquest to hopefully resolve this issue along with missing logins on the newly installed computers. I again expressed my concern to our rep for the additional work needed.
- The E-Rate waiver Lucille filed was denied. We can try to reapply next cycle.
- PreK visits from Flanders' Mrs. Goachee and Mrs. Cook's classes joined myself and staff member Jeanne Lavoie for story times in June.
- The library was accepted into the Bird NY Library Lending Program and we are awaiting materials from DEC.
- The Annual Report is still needing attention. CEFLS has been working on the financial portion and emailed questions. I hope to move this up the priority list next week.
- Darlene Fanus and I will attend a CEFLS webinar on Wednesday, June 24th about website accessibility. We are meeting Tues June 23rd to finish reviewing the library's website and are rescheduling a meeting with IT's Simple so he can begin the redesign.
- A Civil Service canvass request was put in for the Library Clerk position now that the grading is complete on the May exam.

Respectfully Submitted
 Mary McDonald
 Principal Library Clerk