

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
February 26, 2024

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the February 26th 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 – January 22, 2024

Treasurer's Reports – September, October, November 2023, December, January 2024

Action on Bills – January 2024

Communications – Received: Thank you from homeschool group for field trip
Thank you from anonymous pantry user
Sent: Thank you to book sale volunteers
Notice of memorial donation to Elizabeth Labombard
Thank you to Robin & Andrew Dupuis for memorial donation

Library Report - February 2024

Librarians' Reports - February 2024

Old Business – Trustee Training Sharing Session
Roof/Window Project Update

New Business – 2024-2025 Budget

Date for Next Board Meeting – Monday, March 18, 2024 @ 7:00pm

Adjournment

Minutes of the Wead Library Board Meeting January 22, 2024

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

Call to order: 7:04 pm by Melissa Benardot, President

Motion to approve the minutes of the November 20, 2023 meeting by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the September 2023, October 2023 and November 2023 treasurer's reports, by Chris Eggsware/second by Jeanne LeClerc. Motion tabled pending potential corrections. Mary McDonald will meet with the MCSD business office for clarification.

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

Communications:

- Thank you note received from Elves on Main Street for the library card applications that were included in the goodie bags given out
- Thank you & donation received from Winnie McQuin and yoga and Qigong classes
- Many Christmas cards and thank yous received from patrons
- Christmas cards/thank yous sent to volunteers, donors & bakers
- Thank you sent to Jenna Yeo for knit hat donations that were distributed to patrons
- Thank you to Elizabeth LaBombard for memorial donation in honor of her daughter

Library Report by Mary McDonald: *see attached*

- New hire: Sharon Carey

Librarian Reports by Chelsie Russo and Karlee Martin: *see attached*

Old Business

- **Trustee Training**

Chris Eggsware shared her training on Trustee basics, including duty of loyalty to the institution and knowing the "why" of your service.

Reminder by Mary McDonald that the requirement for annual 2 hours of Trustee training follows the calendar year.

- **Roof/window update**

Mary met via Zoom with Beardsley Architects regarding roof replacement. See *attached meeting notes*. Trustees will place the total quote amount on the budget for public vote in April. The funds will come from the fund balance.

- **Movement of funds for PT Librarian Position**

Motion by Anne Smallman/second by Melissa Benardot, to move \$900 from L460-162 Part time to L460-160 Professional budget line items to cover January-March part-time Librarian salary. Approved unanimously.

New Business

- **Social Media Policy**

Motion by Chris Eggsware/second by Jeanne Leclerc to accept the draft social media policy. Approved unanimously.

- **Annual meeting and budget vote**

Board meeting and public informational meeting: Monday, April 15, 2024

Annual Meeting & Budget vote: Tuesday April 23, 2024

Melissa Benardot term expires June 2024

The next regularly scheduled board meeting will be February 26, 2024 at 7pm

Adjourned at 8:37pm on motion by Chris Eggsware/second by Jeanne Leclerc.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees