

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
March 20, 2023

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the March 20th 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 – February 27, 2023

Treasurer's Reports – February 2023

Action on Bills – March 2023

Communications – Telegram Book Sale Follow-up

Thank you to D Lewis - popcorn machine donation

Thank you to J Bilow - yoga blanket donation

Library Report - March 2023

Librarian's Report - March 2023

Old Business – Part-Time Personnel Policy Revision
2023-2024 Budget Option

New Business – Circulation Policy
2023 Annual Report
Employee Contracts

Executive Session - to discuss personnel relating to matters of appointment, promotion & job descriptions

Date for Next Board Meeting – Monday, April 17, 2023 @ 7:00pm (Public Budget Information)

Adjournment

Minutes of the Wead Library Board Meeting on February 27, 2023

Present:

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

Call to order: 7:04 pm by Chris Eggsware, Board Vice-President.

Motion to approve the minutes of the January 23, 2023 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of December 2022 and January 2023 by Anne Werley Smallman/second by Jeanne LeClerc. Approved unanimously. Mary McDonald noted that in the January report the Clerical Salaries line item shows a negative balance, but she discussed it with the Treasurer who explained that the District has had three payroll clerks in two months and that an error had been made but would be rectified.

Mary proposed moving \$900.00 from Equipment (4600-201) into Contractual (4600-401) to cover contracted services with Symquest for the rest of the fiscal year. Lucille Poirier made motion in support of the proposal/second by Jeanne LeClerc. Motion approved unanimously. Encumbrance Outstanding in L460-201 Equipment should have been used to pay for purchased laptops (bill has already been paid), so Mary will follow up on that.

Motion to accept the January and February 2023 bills as paid, by Lucille Poirier /second by Jeanne LeClerc. Approved unanimously. Anne Smallman noted that regular phone lines are being phased out by the FCC and that might affect costs by phone company, especially with regard to faxing.

Communications:

- Mary McDonald sent thank you notes or emails to:
 - Book sale volunteers Jeanne LeClerc and Liz Marshall
 - Joe Norris at the *Free Trader* for free ads
 - Richard Rosentretter at the *Malone Telegram* for coverage of the book sale
 - Kiwanis & individuals for David Minnich memorial donations (working on)
- *This and That in Town* 1/25/2023 eNewsletter mentioned the book sale

Library Report by Mary McDonald: *see attached*

- Discussion of prospective roof leak repair;

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

Old Business

- Yearbook Digitization Project: Chelsie Russo updated the Trustees on the project. Chelsie will pursue using the funds from one of the trusts to cover the \$5000 costs by Backstage Library Works. Motion by Anne Smallman to move \$5000 from the Taylor Bequest into the Electronic Format account (L460-326)/second by Lucille Poirier. Unanimously approved.

New Business

- Mary McDonald presented a proposed budget. Motion by Lucille Poirier to accept the proposed 2023-24 budget with an appropriation increase of 1.98% /second by Jeanne LeClerc. Unanimously approved.

The next regularly scheduled board meeting will be March 20, 2023 at 7pm.

Adjourned at 8:13pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

Wead Library, Malone, NY
Bills Submitted for Approval
March 20, 2023

| <u>ACCT</u> | <u>ITEM</u> | <u>VENDOR</u> | <u>COST</u> | <u>VENDOR</u> <u>TOTAL</u> | <u>ACCOUNT</u> <u>TOTAL</u> |
|-------------|-----------------------------------|--|-------------|-------------------------------|--------------------------------|
| 201 | EQUIPMENT | Wells FargoVen Fin Serv - circ printer (Pd) | | \$ 42.00 | \$ 42.00 |
| 321 | BOOKS & LIBRARY | Baker & Taylor (Pd) | \$ 414.48 | | |
| | MATERIALS | Baker & Taylor (Pd) | \$ 397.48 | \$ 811.96 | |
| | | The Press Republican - 1 year (Pd) | | \$ 383.88 | |
| | | Grey House Publishing - Conspiracy book (Pd) | | \$ 190.00 | \$ 1,385.84 |
| 322 | CHILDREN'S | Ingram Library Services (Pd) | \$ 437.56 | | |
| | MATERIALS | Ingram Library Services (Pd) | \$ 179.08 | | |
| | | Ingram Library Services (Pd) | \$ 113.80 | \$ 730.44 | |
| | | Penworthy Co - 40 children's books (Pd) | | \$ 863.84 | |
| | | Smart Apple Media - 22 children's books (Pd) | | \$ 454.90 | \$ 2,049.18 |
| 326 | ELECTRONIC | Newsbank - annual subscription (Pd) | \$5,817.00 | | |
| | FORMAT MAT. | Newsbank - upgrade subscription (Pd) | \$ 201.00 | \$ 6,018.00 | |
| | | CEFLS - 2023 DueNorth subscription (Pd) | | \$ 70.00 | \$ 6,088.00 |
| 327 | AUDIOS | Bestsellers Audio - 9 audio cds (Pd) | | \$ 466.10 | \$ 466.10 |
| 341 | OFFICE & LIBRARY | WB Mason - paper, envelopes (Pd) | | \$ 126.20 | |
| | SUPPLIES | Demco -ear buds, book covers, labels (Pd) | | \$ 106.36 | |
| | | MMcDonald - reimb vote envelopes (Pd) | | \$ 55.86 | \$ 288.42 |
| 342 | POSTAGE | CRusso - reimb shipping for yearbooks (Pd) | | \$ 161.22 | |
| | | Postmaster - 15 rolls forever stamps (Pd) | | \$ 945.00 | \$ 1,106.22 |
| 400 | JANITORIAL EXPENSES | Citizen Advocates - Feb custodial (Pd) | | \$ 1,482.39 | \$ 1,482.39 |
| 401 | CONTRACTUAL | Symquest - Safetynet 3/2023 (Pd) | | \$ 465.00 | \$ 465.00 |
| 420 | ELECTRIC, OIL & WATER EXPENSES | National Grid - outdoor light (Pd) 106 kWh | \$ 40.91 | | |
| | | National Grid - electric (Pd) 2609 kWh | \$ 700.29 | \$ 741.20 | |
| | | Adiron Energy - Fuel Oil - 408.2 gal (Pd) | \$ 1,282.59 | | |
| | | Adiron Energy - Fuel Oil - 289 gal (Pd) | \$ 903.73 | \$ 2,186.32 | \$ 2,927.52 |
| 421 | TELEPHONE | Westelcom - phone internet Mar 2023 (Pd) | | \$ 291.69 | \$ 291.69 |
| 480 | OTHER EXPENSES | CRusso - reimb amazon teen prizes (Pd) | | \$ 40.89 | |
| | | Petty Cash - Walmart - lego bases (Pd) | \$ 30.01 | | |
| | | Petty Cash - Walmart - dowels (Pd) | \$ 5.68 | | |
| | | Petty Cash - Aldi - popcorn, napkins (Pd) | \$ 6.14 | | |
| | | Petty Cash - Joann - material (Pd) | \$ 33.98 | \$ 75.81 | \$ 116.70 |
| 619 | EMPLOYEE VISION CARE | Employee Vision Care - March 2023 (Pd) | | \$ 97.36 | \$ 97.36 |
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**Wead Library, Malone, NY
 Bills Submitted for Approval
 March 20, 2023**

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|-----|-------------|---|--------------|-----------------|
| 921 | BLDG FUND & | Adirondack Alarms - Monitoring Mar-May (Pd) | \$ 60.00 | |
| | REPAIR | Superior Glass - replace lock cylinder (Pd) | \$ 158.00 | \$ 218.00 |
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| | | | TOTAL | 17024.42 |

Library Report 3/20/2023

The Wead Library's events calendar continues to fill with programs. Yoga has remained popular. Due to a work schedule change *Yoga with Noele* has changed to 2 Wednesday nights a month. It will wind down in May. *Gentle Yoga with Winnie* on Tuesday mornings will schedule more dates as her schedule allows. The library received a generous donation of 15 Yoga blankets from Jennifer Bilow. She is contemplating a children's yoga program and will get back to us with details. The library is grateful to these generous individuals who are donating their time and expertise to help bring wellness opportunities to the community through the library.

The library continues to grow its community collaborations. Groups from Citizen Advocates have been utilizing our 3rd floor and video equipment to meet on Monday mornings to watch their favorite movies. The popcorn machine donated by Donna Lewis during the pandemic has made their event even more enjoyable. The library is supplying the popcorn here and at our monthly *Saturday Movie Matinees*. It was especially nice to have this month's matinee sponsored by Berkshire where foster parenting information was shared. The *Knot Just Knitting Group* is discussing possible collaborations with other community organizations on a "Book & a Blanket" project. Chris Eggsware and Betsy Brabon are spearheading the effort. The group would supply handmade blankets and books to be distributed by other organizations to children in need or crisis.

In following up with the roof leak, Don Seymour called the library back on Feb 28th. He explained he had phone issues and was in Florida. He further stated he has retired and his foreman Ron Robideau has taken over the business. I received his phone number, Mr. Robideau was contacted, and he came to the library within the hour to assess the situation. He believes the water may be coming from another spot and just pooling/leaking at the drain sight. He will return once the snow melts and there is better access to the roof. In the meantime the books in the general area have been relocated and a bucket was placed to catch the water.

On March 4th the lock on the side door broke and the keys were not usable. Luckily it was locked at the time. We were able to enter through the front door to which only MMcDonald and NAndre had keys. Superior Glass was contacted. They replaced and synced the locks on the front door and Park Street door and made multiple keys. The Park Street door unlocks smoothly now.

The lease on the front desk copier ends in April. A contract for a new copier to replace it has been signed with National Business Technologies. The new copier will be installed

at the front desk. The buyout fee for the present copier was waived. The library will pay an annual service fee and the present copier will be moved to the children's room office. The library will pay \$125 to have the large outdated copier in the children's room removed and recycled. National Business Technologies will coordinate with Symquest during the installation expected sometime in April.

*Respectfully,
Mary McDonald, Principal Library Clerk*

Librarian Report
March 20, 2023

National Library Week 2023, April 23-29, will be celebrated with the theme "There's More to the Story." 2023 marks the 65th anniversary of National Library Week. The annual celebration highlights the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities.¹

Monday, April 24: State of America's Libraries Report released, including Top Ten Frequently Challenged Books of 2022.

Tuesday, April 25: National Library Workers Day, a day for library staff, users, administrators, and Friends groups to recognize the valuable contributions made by all library workers.

Wednesday, April 26: National Library Outreach Day (formerly National Bookmobile Day), a day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are.

Thursday, April 27: Take Action for Libraries Day, a day to rally advocates to support libraries.²

Exciting news! The Stewart's Holiday Match Grant has awarded the Wead Library \$500 to go towards the Big Bubble Bonanza performance! I expect to hear via email from the Libraries Transforming Communities: Accessible Small and Rural Communities by April 19, 2023, on the award status of the grant.

The Wead Library yearbook collection was sent to Backstage Library Works on Monday, March 15th via FedEx Ground. I am working on a Digitization Policy that I hope to present to the board next month. The policy will address questions such as what materials we plan to digitize, how we would handle requests for removal, and a digital collection code of ethics. Luckily, Ask a Lawyer a service provided to us by Northern New York Library Network (NNYLN) in partnership with Western New York Library Resources Council (WNYLRC), has already answered multiple questions regarding the digitization of yearbooks.

With the help of Karlee Martin, plans for a spring break program (potentially April 13th) and a Earth Day activity to accompany the Movie Matinee on April 22nd are underway. More details will be available soon. Story Hour attendance has picked up significantly. Stories and STEAM is going great. Beginning in April, the Therapy Dog program with Mitch & Abby will be held the first and third Tuesday of every month at 3 p.m.

Chelsie Russo

¹ "National Library Week ", American Library Association, November 8, 2006.
<http://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek> (Accessed March 15, 2023)
Document ID: d7c7c6bc-37a2-4944-6d70-f38e67f89e71

² "National Library Week ", American Library Association, November 8, 2006.
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