

Minutes of the Wead Library Board Meeting September 18, 2023

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

Call to order: 7:06 pm by Melissa Benardot, President

Motion to approve the minutes of the June 26, 2023 meeting by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the April 2023 & May 2023 treasurer's reports, by Chris Eggsware/second by Lucille Poirier. Discussion of ongoing issues at Malone Central School District that affect the treasurer's reports. Approved unanimously.

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

Communications:

- Mary McDonald sent thank you notes or emails to:
 - J. Kelley for donation of Merlin magnifier for those with vision impairments
 - J. & D. Moeller for gift of cut flowers
 - T. & P. Geoghan for monetary donation
- Recognition sent to Eldridge family of Malone Telegram photo
- Notice of donation to Wead Library in honor of Dave Minnich to daughter L. Minnich
- Receipt of remainder of E. Cashman estate settlement

Library Report by Mary McDonald: *see attached*

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

Old Business

- **Trustee Training**
Mary McDonald reminded Trustees to be sure to complete the annual sexual harassment prevention training. Sharing session by trustees of board training they have accomplished already.
- **Yearbook digitization**
Update by Chelsie - Digitization is complete, materials have been returned.
- **Building Use Policy**
Revisions to the draft Building Use Policy were made with reference to "Religion in American Libraries Q&A" from the American Library Association (ALA). Motion to approve the Building Use Policy (8/28/23 version) by Anne Smallman/second by Chris Eggsware. Approved unanimously.

New Business

- **Trustee Education Policy**
Chelsie Russo & Mary McDonald proposed a new draft Trustee Education Policy. Motion to approve the Trustee Education Policy with revisions by Chris Eggsware/second by Lucille Poirier. Approved unanimously.
- **Holiday Schedules**
Discussion of staff holiday days off and library closures through the end of the year
- **New Hires**
Bethany Perry and Kim Smythe have been hired as part-time Library Pages. Karlee Martin, in addition to her existing library clerk job, is adding 3 hours per week as a part-time Librarian 1.
- Oil & Snow Plowing Bids
- New (recent) roof leak destroyed over 70 books. A new roof is a high priority - Mary McDonald will prepare bid materials.

The next regularly scheduled board meeting will be October 16, 2023 at 7pm

Adjourned at 8:46 pm on motion by Lucille Poirier/second by Chris Eggsware.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees