

**Wead Library**  
64 Elm Street  
Malone, NY 12953

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**Agenda**  
**November 20, 2023**

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the November 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 – October 16, 2023

Treasurer's Reports – July 2023, August 2023

Action on Bills – October 2023, November 2023

Communications – Thank you from: Adirondack Animal Coalition

Library Report - November 2023

Librarian's Report - November 2023

Old Business – Trustee Training Sharing Session - new trustee handbooks  
Roof Update

New Business – Long Range Plan Evaluation  
Staff Development Day - January

Date for Next Board Meeting – Monday, January 22, 2024 @ 7:00pm

Adjournment

## Minutes of the Wead Library Board Meeting October 16, 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: 7:05 pm by Melissa Benardot, President

Motion to approve the minutes of the September 18, 2023 meeting by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the June 2023 treasurer's reports, by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

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

### Communications:

- Mary McDonald sent thank you notes or emails to:
  - Anonymous monetary donation
  - Book Sale volunteers
  - CSLP (Collaborative Summer Library Program) statewide newsletter featured our staff members and the Elephant & Piggie Friendship Party. CEFLS brought it to our attention.

Library Report by Mary McDonald: *see attached*

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

### Old Business

- **Trustee Training**

Lucille Poirier shared what she learned in her training on Book Challenges. Chelsie Russo reviewed the Wead policy on Collection Development and challenges with those present.
- **Director & Officer Insurance**

Further to a previous conversation, Mary McDonald reached out to our insurance agency (King-Clark Insurance) to ascertain our coverage, and we are covered for five trustees. Mary provided a copy of the coverage to the trustees.

- **Roof update**

Leak seems to be caught by the bucket(s); roof contractor has not returned to fix it. Mary McDonald is following up with Malone CSD, historic preservation agencies, the architect and other avenues.

- **Funds for PT Librarian I**

Karlee Martin is working 3 hours per week, which is paid out of the Professional line item in the budget; additional funds need to be added to the item in the budget by moving funds from the part-time line item. Mary proposes moving three to four months of salary funds at a time, rather than enough to cover an entire year.

Motion by Anne Smallman, second by Lucille Poirier to move \$1100.00 from the part-time salary line item to the professional line item to cover Karlee's Librarian I salary through December 2023. Approved unanimously.

New Business

- **Conference & Travel Policy**

Motion by Lucille Poirier, second by Jeanne Leclerc to accept the draft Conference & Travel Policy with proposed amendments. Approved unanimously.

- **Computer Use & Internet Safety Policy**

Motion by Chris Eggsware, second by Jeanne Leclerc, to accept the draft Computer Use & Internet Safety Policy, with proposed amendments. Approved unanimously.

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

Adjourned at 8:31 pm on motion by Lucille Poirier/second by Jeanne Leclerc.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees

**Wead Library, Malone, NY**  
**Bills Submitted for Approval**  
**October 23, 2023**

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Nat'l Business - contract overage/ annual(Pd)		\$ 525.11	
		Amazon Capital Services - av cart (Pd)		\$ 156.81	\$ 681.92
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 391.57		
		Baker & Taylor (Pd)	\$ 504.00		
		Baker & Taylor (Pd)	\$ 108.27		
		Baker & Taylor (Pd)	\$ 119.84	\$ 1,123.68	
		Amazon - Stone Circle Book (Pd)		\$ 29.17	\$ 1,152.85
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 31.10		
		Ingram Library Services (Pd)	\$ 76.44	\$ 107.54	\$ 107.54
323	VIDEOS	Amazon - 2 dvds (Pd)		\$ 31.34	\$ 31.34
326	ELECTRONIC FORMAT MAT	Zoobean Inc - Beanstack year 2 of 2 (Pd)		\$ 1,081.00	\$ 1,081.00
341	OFFICE & LIBRARY SUPPLIES	WB Mason - misc tape, paper, cord cover (Pd)		\$ 318.70	
		Demco - misc book process & headphones (Pd)		\$ 385.41	
		Industrial Press - 1,500 patron cards (Pd)		\$ 197.50	\$ 901.61
400	JANITORIAL EXPNS	Citizen Advocates - custodial serv 9/23 (Pd)		\$ 1,482.39	
		Petty Cash - Malone Trans - trash books (Pd)		\$ 27.00	
		MMcDonald - reimb "" - trash books (Pd)	\$ 47.00		
		MMcDonald - reimb AA AAA batteries (Pd)	\$ 24.82	\$ 71.82	\$ 1,581.21
401	CONTRACTUAL	Nat'l Business -9&10/2023 lease M2540dw (Pd)		\$ 128.60	\$ 128.60
420	ELECTRIC, OIL & WATER EXPENSES	National Grid -Electric (Pd) 3157 kWh	\$ 1,028.30		
		National Grid - Lighting (Pd) 106 kWh	\$ 45.36	\$ 1,073.66	
		Adirondack Energy Products - fuel oil (Pd)		\$ 34.72	
		Village of Malone - water/sewer (Pd)		\$ 140.00	\$ 1,248.38
421	TELEPHONE	Westelcom - phone/internet 10/2023 (Pd)		\$ 287.63	\$ 287.63
480	OTHER EXPENSES	Petty Cash - Price Chopper - drinks (Pd)	\$ 10.49		
		Petty Cash - Dunkin - donuts (Pd)	\$ 23.98		
		Petty Cash - Walmart - suckers (Pd)	\$ 10.24	\$ 44.71	
		Bokie's drive in - Ice Cream Social (Pd)		\$ 122.00	
		Modern Marketing - 50 wall calendars (Pd)		\$ 77.47	\$ 244.18
500	CAPITAL IMPROVE	Keating's Electric - wiring for openers (Pd)		\$ 600.00	\$ 600.00
619	VISION CARE	CSEA - Employee vision care 10/23 (Pd)		\$ 97.36	\$ 97.36
921	BLDG FUND REPAIR	MMcDonald - reimb for drill, bits and kit (Pd)		\$ 139.29	\$ 139.29
				<b>TOTAL</b>	<b>\$ 8,282.91</b>



## Library Report 11/20/2023

Our fall programs are in full swing and the monthly library calendar continues to be filled with a variety of programs for patrons of all ages. A number of staff members are leading programs and it has had a positive impact on our itinerary and attendance. Qigong & Yoga with Winnie McQuinn will be wrapping up at the end of the month, but will be back on the calendar this spring. The staff is looking forward to hosting "Re-Thinking Thanksgiving - a Native American Perspective on an American Holiday" presented by Perry Ground on Nov 29th at 10am. Two fourth-grade classes from Davis School accepted our invitation to attend. This program was made possible through a grant from Adirondack Lakes Center for the Arts (ALCA) secured by CEFLS. The public is welcome to attend.

Like the past several years, the library staff is excited to sponsor two children for the holidays. Information will come from a MCSD parent facilitator.

N Andre has completed a Passbook Study Guides project (for Civil Service & Educational exams). The books were held on the mezzanine and a deposit was needed for checkout. The books have been reprocessed for circulation and the fee eliminated. The collection has been moved to the computer room. A cork board will be installed nearby so exam postings can be displayed. The passbooks will be more accessible and this will hopefully increase circulation.

Rivers Edge Construction was able to repair the Park Street door. It took an entire day and every issue was covered from the hardware to the caulking to the lock. Four plus inches of rotted wood was replaced along the bottom and covered by a new inside kickplate. It was noted that next time it malfunctions, there is nothing left to fix, so it will need to be replaced.

I have had two zoom meetings with architects at Beardsley Design regarding the library's roof. John MacArthur was the architect on the 2019 bathroom/lift renovation and Michael Reynolds, who is in the Malone branch, assisted on that project. To save money in the long run, they would like to explore the possibility of adding much needed window replacement to the project. They will work on material options, pros/cons and estimates and hope to have something to present at the January board meeting. I am researching the library's funding and procedures and hope to meet with the school treasurer after Thanksgiving. I will touch base with Beardsley again before Christmas.

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*Respectfully,*

*Mary McDonald, Principal Library Clerk*

Librarian Report  
November 20, 2023

November 2<sup>nd</sup> through the 4<sup>th</sup>, Karlee and I attended the NYLA conference in Saratoga Springs. I attended “Small Libraries, Big Data”; “Designing Community-Centered Libraries”; “Professional Branding: Your Values, Your Vision”; “Where the Wild Teens Are”; “Outreach at Any Size”; “Culturally Responsive Practices Through Local Issues”; “Putting Your Beliefs into Action”, and “RAC Vision for Libraries: Looking Ahead.” Seven out of the eight programs turned out to be amazing. I came out of each of those sessions with ideas that will be incredibly beneficial for the Wead Library to implement. We were also lucky to have the American Library Association (ALA) President, Emily Drabinski as our keynote speaker.

As mentioned in the October Librarian report, free access to the New York Times (NYT) will cease with the end of Novel NY (June 2024). Currently the NYT is offering a deal for access to NYTimes.com NEWS, COOKING, GAMES, The Athletic, and Wirecutter. According to the representatives I spoke with, this is the first year that the NYT has included all of the platforms in the library subscription cost. The quote is for an annual subscription of \$3,016.00. There is also the option to commit to a 3-5 multi-year subscription with an annual increase of no more than 3%. With the payment being on an annual basis. The quote is valid through Friday, December 1, 2023, and the representative cannot confirm what will be offered in the spring. Background information: we have a subscription to NewsBank for an annual cost of \$ 6,018.00 for June 2023 – May 2024. The NewsBank Subscription includes access to Heritage Hub and America’s News (including the Malone Telegram). In 2022, there were a total of 3,096 combined searches for the NewsBank platform. The library also has a subscription for Heritage Quest (through Proquest) for \$1,116.14. In 2022, there were only 854 searches on Heritage Quest. After consulting with Karlee Martin, neither Heritage Hub (NewsBank) nor Heritage Quest are usually helpful with patron research requests.

As part of the Library Transforming Communities (LTC) grant, the automatic door openers on the ramp door, and the main floor accessible restroom have been installed by Superior Glass. Additionally, the Evac Chair, a stairway evacuation chair was ordered and installed on the 3<sup>rd</sup> floor. At this time, there is \$1,451.00 in funds remaining. This is much more than I anticipated. I will be looking into signage that meets the needs identified at the Community Conversation in September.

Thank you.  
Chelsie Russo

Karlee Martin  
Part-time Librarian I  
November 2023

Earlier this month, I had the wonderful opportunity to attend the New York Library Association (NYLA) 2023 Conference in Saratoga Springs, NY with Chelsie Russo. I attended the Keynote Address "We're Gonna Win! Tools and Tactics for Change" presented by American Library Association President Emily Drabinski, followed by eight programs I selected on a variety of topics: "Disability Access for Digital Access," "Tool Library: Building Community," "Inclusively Artistic! Accessible Tactile Multisensory Programs," "Climate Action: Small Steps, Big Impact," "Preparing Students for a Complex Media Landscape," "YA/School Programming Guide to Go Green," "By All Teens Necessary," and "Mind the Gap, Get on Board." I returned to the Wead Library inspired by what I learned, equipped with many new resources, and excited to implement ideas.

Chelsie and I have been following the Wead Library's Collection Management Policy to undertake a major collection maintenance project with the goal of making materials better organized for patrons. Chelsie assigned me to continue where she left off on weeding the noncirculating reference materials. Many of the materials are outdated, inaccurate, and do not meet the current needs of our patrons. Remaining reference materials will be moved onto shelves in the computer area or into the existing nonfiction collection. Our collection of adult biographies will be moved to the shelves that previously held the reference materials. When the biographies are moved to their new location, it will provide space to expand and reorganize the adult fiction collections.

In addition to this project, I have been busy with some smaller tasks: reprocessing and editing nonfiction item information from noncirculating to circulating, submitting MARC Record Request Forms for children's materials to the Clinton-Essex-Franklin Library System, and continuing weeding in the adult fiction section.