

Wead Library Board of Trustees
Agenda

November 17, 2025 (rescheduled to November 24)

- I. Call to Order
- II. Approval of Agenda
- III. Approval of minutes of October 20, 2025
- IV. Treasurer's Report: September 2025
 - a. Review savings balance per email 10/10/25
 - b. Approval of bills for September & October 2025
- V. Communications/Newspaper Articles:
 - a. Thank you cards sent
 - b. Email contact with schools
 - c. Malone Telegram article re Homegrown Art Wall exhibit
- VI. Monetary Donations: \$29.00 from the Senior Center bridge group
- VII. Director's Report
- VIII. Old Business:
 - a. Roof/Window Project – RSI bid expires Monday, Nov. 24
 - b. Roof emergency winter repair
 - c. Extension of Librarian 1 job application deadline?
- IX. New Business:
 - a. New front of building book return
 - b. Organizational chart
- X. Period for Public Comment
- XI. Other Business
- XII. Date for Next Board Meeting: Monday, January 26
- XIII. Adjournment

Minutes of the Wead Library Board Meeting October 20, 2025

Present: Chris Eggsware, Vice President
Jeanne LeClerc, Treasurer
Lucille Poirier, board member
Anne Werley Smallman, Secretary
Mary McDonald, Senior Library Clerk
Anne Paulson, Library Director
Guest: Darlene Fanus

Call to order: 5:00 pm by Chris Eggsware, Vice President.

Motion by Lucille Poirier /second by Jeanne LeClerc to approve the minutes of the meetings on September 15, and October 8, 2025. Unanimously approved.

Motion to accept the Treasurer's reports for July, August 2025 by Lucille Poirier/second by Jeanne LeClerc. Staff will be asking Rhonda Poirier for clarification on the monthly financial reports and invite her to attend a meeting.

Motion to accept the bills as paid dated July 31 and August 31, 2025 by Jeanne LeClerc /second by Lucille Poirier. Unanimously approved.

Communications:

- Thank yous sent to book sale volunteers & for donations
- Two Malone Telegram Articles on the book sale

Director's Report by Anne Paulson:

- The Malone Central maintenance staff came to clean the leaves out of the flat roof drain, but didn't check in with staff as they left.
- Discussion of options to replace the front (interior) book return

Old Business

- Roof/window project: John McArthur of Beardsley Design called RSI roofing and followed up with an email cc'ed to the library in which he asked for an extension of the 45 day bid timeline to 75 days to give time to value engineer the project. We are waiting for a renewed bid from RSI. The email did not have information on the second thing we asked John to ascertain: the short term roof repair for the ongoing leak. Since John is on vacation, Anne Paulson will call Bernie Brown in the Beardsley office to ask if there's a response.

New Business

- Motion to appoint Darlene Fanus as Trustee to fill term vacated by Melissa Benardot by Anne Werley Smallman/second by Lucille Poirier. Unanimously approved
- Election of officers for 2025-26:
 - Motion by Anne Werley Smallman/second Jeanne LeClerc for the following slate of officers: Lucille Poirier, President; Jeanne LeClerc Vice President, Anne Werley Smallman, Secretary, Darlene Fanus, Treasurer. Unanimously approved.

Motion by Lucille Poirier to adjourn/second by Jeanne LeClerc. Meeting adjourned at 6:35pm

The next regularly scheduled board meeting will be November 17, 2025 at 5pm.

Respectfully submitted,

Anne Werley Smallman
Secretary, Board of Trustees

Wead Library, Malone, NY
Bills Submitted for Approval
September 30, 2025

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	MMcDonald - reimb 3 tables - Walmart (Pd)		\$ 179.91	\$ 179.91
321	BOOKS & LIBRARY MATERIALS	Ingram - 1 book (Pd)	\$ 18.80		
		Ingram - 36 books(Pd)	\$ 667.09	\$ 685.89	
		Baker & Taylor - 32 books (Pd)		\$ 566.39	
		Amazon - lost ILL replacement (Pd)	\$ 27.73		
		Amazon - 3 YA books (Pd)	\$ 47.97	\$ 75.70	\$ 1,327.98
322	CHILDREN'S MAT.	Ingram - 5 books (Pd)		\$ 67.74	
		Penworthy - 35 books (Pd)		\$ 688.84	\$ 756.58
341	OFFICE SUPPLIES	MMcDonald - reimb cutlary & napkins (Pd)	\$ 7.06		
		MMcDonald -reimb file cabinet (Pd)	\$ 74.88	\$ 81.94	
		CEFLS - 2000 patron cards (Pd)		\$ 808.00	
		WB Mason - misc office supplies (Pd)		\$ 270.35	
		Amazon - tape, tape runner, magnifiers (Pd)		\$ 39.80	\$ 1,200.09
342	POSTAGE	MMcDonald - reimb for ILL pkg (Pd)		\$ 5.97	\$ 5.97
400	JANITORIAL EXPNS	Citizen Advocates - custodial 8/25 (Pd)		\$ 1,482.39	
		Valley Paper Co - misc supplies (Pd)		\$ 171.05	\$ 1,653.44
401	CONTRACTUAL	Symquest - Safetynet manged plus 9/25 (Pd)		\$ 483.60	
		Nat'l Business - overage 8/25 (Pd)	\$ 24.00		
		Nat'l Business - overage 9/25 (Pd)	\$ 8.48	\$ 32.48	\$ 516.08
420	ELECTRIC, OIL & WATER EXPENSES	National Grid -Lighting 8/25 (Pd) 106 kWh		\$ 50.53	\$ 50.53
421	TELEPHONE	Westelcom - 9/25 internet/phone (Pd)		\$ 276.47	\$ 276.47
480	OTHER EXPENSES	Bokie's Drive In - ice cream for Patron Day (Pd)		\$ 134.00	
		MMcDonald - reimb juice - sale setup (Pd)	\$ 6.68		
		MMcDonald - reimb hmschool materials (F	\$ 24.06	\$ 30.74	
		Amazon - book pins (Pd)		\$ 15.49	\$ 180.23
500	CAPITAL IMPROVE	Beardsley - Prof services thru 8/2025 (Pd)		\$ 3,706.25	
		Johnson Newspaper - legal ad for bid (Pd)		\$ 159.20	\$ 3,865.45
619	VISION CARE	Employee Vision Care 10/2025 (Pd)		\$ 24.34	\$ 24.34
921	BLDG FUND & REP.	Adirondack Alarms - monitor 9-11/25 (Pd)		\$ 60.00	\$ 60.00
				TOTAL	\$10,097.07

Wead Library, Malone, NY
Bills Submitted for Approval
October 27, 2025

<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 Tech - lease 7,8,9/2025 (Pd)		\$ 220.57	\$ 220.57
321	BOOKS & LIBRARY	Ingram - 1 book (Pd)		\$ 18.81	
	MATERIALS	Amazon - 2 books(Pd)		\$ 19.45	\$ 38.26
341	OFFICE SUPPLIES	Petty Cash - Michaels - art suplies (Pd)		\$ 9.71	
		WB Mason - misc office supplies (Pd)		\$ 213.33	
		Industrial Press - card applications (Pd)		\$ 117.50	\$ 340.54
400	JANITORIAL EXPNS	Citizen Advocates - custodial 9/25 (Pd)		\$ 1,482.39	\$ 1,482.39
401	CONTRACTUAL	Symquest - Safetynet managed+ 10/25 (Pd)	\$ 502.94		
		Symquest - email set up/delete (Pd)	\$ 145.20	\$ 648.14	
		B Cotten - 18.75 hours librarian serv. (Pd)		\$ 562.50	\$ 1,210.64
420	ELECTRIC, OIL &	National Grid -Lighting 9/25 (Pd) 106 kWh	\$ 53.78		
	WATER EXPENSES	National Grid - Lighting July-Sept overdue	\$ 19.63	\$ 73.41	
		Village of Malone - water 7,8,9/2025		\$ 160.00	\$ 233.41
421	TELEPHONE	Westelcom - 10/25 internet/phone (Pd)		\$ 237.22	\$ 237.22
480	OTHER EXPENSES	Petty Cash - Walmart, hmschl paint (Pd)	\$ 31.30		
		Petty Cash - Dunkin, setup donuts (Pd)	\$ 24.78	\$ 56.08	\$ 56.08
500	CAPITAL IMPROVE	Beardsley - Prof services thru 9/2025 (Pd)		\$ 860.00	\$ 860.00
619	VISION CARE	Employee Vision Care 11/2025 (Pd)		\$ 24.34	\$ 24.34
921	BLDG FUND & REP.	Harris Oil - clean and tune boilers (Pd)		\$ 348.00	\$ 348.00
				TOTAL	\$ 5,051.45

Library Director Report
November 24, 2025

Library Facility/Personnel:

- We experienced our first library closure, Tuesday, November 17, due to Malone Central School snow day.
- The library will be closed the day after Thanksgiving due to insufficient staffing availability. The Board might want to consider the day after Thanksgiving as an alternative holiday to Employee's Birthday now listed as the 13th holiday in the CSEA contract.
- The Civil Service exam for Library Clerk was given last Wednesday, November 19. Waiting now for the list of possible candidates for the Clerk position.
- Have one application for the Librarian 1 position; the applicant is still interested. I have contacted him for several missing items in his application packet. Will do an initial interview via Zoom. If satisfactory, will request an in-person interview.
- Planning a staff training/holiday gathering in December.

Library Activities/Programming (see November calendar):

- **Pre-school Story Time: Thursdays, Nov. 13, 20, Dec. 4, 11, 18.** Alexandra Dolan, Family Resources Coordinator for Families R Us has provided stories and crafts and will continue December. Story time is on hiatus during January; will restart in February.
- Regularly scheduled events have continued---see November calendar.
- The final session of the very popular **Qigong & Gentle Movement** program was held last Tuesday. Sessions will begin again in the spring.
- **Moments with Santa**, a chance for pre-registered families to have free photos taken with Santa, was a huge success.
- Rosalyn Coronel, a senior at Malone HS, organized and ran a **Veterans Day Story Time** as part of an AP WE Civic Project.
- The bridge club from the Malone Adult Center met several times at the Library this month, as the center moved to its new location.

Donations:

- \$71.00 from the Malone Adult Center bridge club, in thanks; a thank you card has been sent to Carol Perry, bridge club organizer.
- \$170.00 from the Qigong participants, in thanks; a thank you has been sent to instructor Winnie McQuinn.

Director Activities:

- Established contact with all Malone Central school librarians and principals. Beginning in January, will email a school-focused newsletter to schools to be forwarded to MCSD families via ParentSquare.
- Joined the CEFLS search committee for a new Integrated Library System to replace the outdated system currently being used. A new system will streamline circulation/patron records and allow for more control over collection development and maintenance.
- Would like to explore the formation of a Friends of the Library organization to assist with advocacy, volunteering, and support. (Long Range Plan Goal III: Enhance community outreach and engagement)

Reminders:

- Trustee 2 hours training requirement by end of the year; self-assurance forms available