

Minutes of the Wead Library Board Meeting July 20, 2026

Present: Kaitlin Parker, board member
 Lucille Poirier, President
 Anne Werley Smallman, Secretary
 Darlene Fanus, Finance Officer
 Mary McDonald, Principal Library Clerk
 Rachel Child, board member

Call to order: 4:31 pm by Lucille Poirier, President.

Motion by Kaitlin Parker/second by Rachel Child to approve the minutes of the meeting on June 22, 2026. Unanimously approved.

Treasurer's reports for May 2026 were received. Mary McDonald is still awaiting the June financial report from MCSD.

Mary McDonald has not yet prepared the June bills report for Trustee approval, but made paid invoices available to Trustees to check. The payments on our National Grid electric bills (broken into an inside acct and an outside acct) have been mis-applied and Mary is struggling to get them to correct it and has given Malone Central School District permission to deal directly with National Grid to resolve issues with the account.

Communications:

- The Board received thank you notes from several part-time employees & Upstate Correctional Facility
- TruNorthern FCU acknowledged Wead Library's participation in their patron appreciation event, via a Facebook post
- Malone Telegram featured the roof work in 6/26 edition

Library Report by Mary McDonald:

- see attached report

Old Business

- Roof/Window construction project:
 - Adirondack Alarms replaced the smoke detector in the lift, and the bill will be sent to RSI (damaged as part of roof leak)
 - Slate roof replacement is nearing completion. Mary McDonald is giving feedback to them about several areas of concern: volume of water is undermining the ground by back door; Snow and ice breaks have not been installed on Park Street (side) entrance
- HVAC System :
 - Rachel Child obtained 3 quotes for main floor back (fiction) room air conditioning project:

- *Harris Oil*: \$10,099.09 for a Fujitsu 24,000 BTU multi zone system rated down to 5F for heating. Around an extra \$1,500 to get a system rated down to -15F for heating. The price remains the same despite being past the 30 day window.
- *Be Cool*: \$10,584 for a Fujitsu 36,000 BTU single zone system rated down to 5F for heating.
- *Holmes Mechanical*: \$13,850 for a 30,000 BTU single zone system rated down to -4F for heating. \$18,350 for 36,000 BTU hyper heat option (heats down to -13F).
- Rachel Child also received information from Joshua Holmes of Holmes Mechanical about our existing boiler and heating infrastructure. His professional opinion is that the boiler is at mid-life and does not need replacement imminently - we have time to plan. He is getting further info about whether natural gas can be extended to the library to inform our decision-making.
- An energy audit will be conducted by Phil Lawrence when the roof and window replacements are completed.

Motion by Anne Smallman/second by Rachel Child to contract with Holmes Mechanical to install a single zone minisplit heat pump heating/cooling system not to exceed \$18,350.00. Unanimously approved.

New Business

- Electrical: several outlets have gone bad, so Keating Electric has been asked to test and evaluate the electrical system as a whole, as well as to replace a light that was damaged from the roof leak
- Park Street (side) door needs to be replaced. We have received one quote from Superior Glass for \$7665.00 for an aluminum entrance door, installed. Rachel Child will obtain two additional quotes.
- Website: Darlene Fanus & Mary McDonald met with *IT's Simple* and provided details for redesigning website; contract is ready to be signed. Cost will be \$6500-8000 with a projected launch date in September 2026. As a professional service it is not subject to the requirement for 3 bids in our procurement policy.

Motion by Darlene Fanus/second Kaitlin Parker to enter into a contract with IT's Simple for website redevelopment and ADA compliance not to exceed \$8000.00. Unanimously approved.

Motion by Rachel Child/second by Darlene Fanus to move into Executive Session to discuss the matters of personnel compensation and job descriptions at 6:05pm

Motion by Kaitlin Parker to move out of executive session/second by Anne Smallman at 6:15pm

Motion by Darlene Fanus/second by Rachel Child to approve the contract with Amanda Margis, as presented by Lucille Poirier. Unanimously approved.

Motion by Darlene Fanus/second by Kaitlin Parker to allow President Lucille Poirier to sign the contract for the Director 1 position with Amanda Magis, on behalf of the Board of Trustees. Unanimously approved.

Motion by Darlene Fanus to adjourn/second by Rachel Child. Meeting adjourned at 6:20pm

The next regularly scheduled board meeting will be August 20, 2026 at 3:30pm.

Respectfully submitted,

Anne Werley Smallman
Secretary, Board of Trustees