

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

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**Agenda**  
**April 17, 2023**

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the April 17th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the main floor of the library.

Public Budget Informational Session

Approval of the minutes of the previous meeting – March 20, 2023

Treasurer's Reports –

Action on Bills – April 2023

Communications – Library Budget Malone Telegram article  
Thank you to anonymous donor \$1,000  
Thank you to J Tebeau - yoga mats donation

Library Report - April 2023

Librarian's Report - April 2023

Old Business – Employee Contract Addition

New Business – Summer Hours  
Beanstack Presentation

Date for Next Board Meeting – Monday, May 15 or 22 , 2023 @ 7:00pm

Adjournment

## Minutes of the Wead Library Board Meeting on March 20, 2023

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

Call to order: 7:05 pm by Melissa Benardot, President

Motion to approve the minutes of the February 27, 2023 meeting by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of February 2023 by Anne Werley Smallman/second by Jeanne LeClerc. Approved unanimously.

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

### Communications:

- Mary McDonald sent thank you notes or emails to:
  - D. Lewis for popcorn machine donation
  - J. Bilow for yoga blanket donation
- Telegram book sale follow-up email

Library Report by Mary McDonald: *see attached*

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

### Old Business

- **Part-time personnel policy revision**
  - Updating p.2 to include stipends for part-time staff
  - Update details on family leave to include additional categories of family (p.3)

*Motion by Jeanne LeClerc/second by Chris Eggsware to approve the revised part-time personnel policy. Unanimously approved.*
- **2023-24 budget option**

- Proposed second option for budget

*Motion to accept second option for proposed 2023-24 budget including 2.5% appropriation increase - which supersedes the previously approved (2/27/23) budget proposal - by Chris Eggsware/second by Melissa Benardot. Unanimously approved.*

#### New Business

- **Circulation policy**

*Motion to accept updates to circulation policy by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.*

- **2023 annual report**

*Motion to accept the 2023 annual report by Anne Werley Smallman/second by Melissa Benardot. Unanimously approved.*

- **Employee contracts**

*Motion to accept for discussion the proposed 7-1-2023 2-year CSEA collective bargaining agreement by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.*

*Motion to accept the proposed 7-12-2023 2-year Librarian I contract by Jeanne LeClerc /second by Chris Eggsware. Unanimously approved.*

The next regularly scheduled board meeting will be April 17, 2023 at 7pm which will include the public budget information meeting.

Adjourned at 7:47pm on motion by Chris Eggsware/second by Jeanne LeClerc.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees

**Wead Library, Malone, NY**  
**Bills Submitted for Approval**  
**April 17, 2023**

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Wells FargoVen Fin Serv - circ printer (Pd)		\$ 42.00	
		Brodart Co - map rails (Pd)		\$ 210.01	
		Petty Cash - Walmart - 5pt network switch (Pd)		\$ 27.96	\$ 279.97
321	BOOKS & LIBRARY	Baker & Taylor (Pd)		\$ 420.41	
	MATERIALS	Adirondack Experience - library pass (Pd)		\$ 75.00	
		Center Point Large Print - 4 books (Pd)		\$ 117.19	\$ 612.60
322	CHILDREN'S	Ingram Library Services (Pd)		\$ 23.78	\$ 23.78
	MATERIALS				
323	VIDEOS	Swank Movie License May23-April 24 (Pd)		\$ 285.00	\$ 285.00
341	OFFICE & LIBRARY	WB Mason - tape, stickies, highlighters (Pd)		\$ 72.14	\$ 72.14
	SUPPLIES				
342	POSTAGE	Postmaster - 10 international stamps (Pd)		\$ 14.50	\$ 14.50
401	CONTRACTUAL	Symquest - Safetynet 4/2023 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL &	National Grid - outdoor light (Pd) 106 kWh	\$ 41.50		
	WATER EXPENSES	National Grid - electric (Pd) 2613 kWh	\$ 710.54	\$ 752.04	
		Adiron Energy - Fuel Oil - 501.8 gal (Pd)		\$ 1,555.14	
		Village of Malone - water/sewer Jan-March (Pd)		\$ 140.00	\$ 2,447.18
480	OTHER EXPENSES	CRusso - reimb spring prizes (Pd)		\$ 30.15	
		Petty Cash - Dollar General - prizes (Pd)		\$ 13.14	
		industrial Press - vote envelope printing (Pd)		\$ 102.00	\$ 145.29
619	EMPLOYEE	Employee Vision Care - April 2023 (Pd)		\$ 97.36	\$ 97.36
	VISION CARE				
921	BLDG FUND &	Hartford Steam Boiler - certificate of Op (Pd)		\$ 210.00	\$ 210.00
	REPAIR				
				<b>TOTAL</b>	<b>4652.82</b>

# Wead Library budget vote is April 25; info night Monday

By RICHARD ROSENTERTER  
rosentreter@mtelegram.com

MALONE — The Wead Library Board of Trustees will hold its annual meeting and budget vote on April 25, and the board is asking taxpayers to vote on an annual appropriation from taxes of \$590,400, which is a 2.5% increase over last year.

Taxpayers are welcome to attend an informational meeting with trustees from 7 to 8 p.m. Monday on the library's main floor. The proposed budget lists the same estimated amount of \$766,700 for both total income and total expenditures with an estimated total fund balance of \$1,655,050. Last year's budget listed \$576,000 in appropriations from taxes and a total of \$749,100 for expenditures and income.

Voting on the budget and the filling of one seat on the board of trustees will take place from noon to 6 p.m. Tuesday, April 25, on the main floor of the library. The open trustee position is for a five-year term from July 1 through June 30, 2028. Incumbent Christine Eggsware is running unopposed.

"There are always regular

**To be eligible to vote on the library budget, you must be at least 18 years old, a U.S. citizen and have lived in the Malone Central School District for at least 30 days prior to the vote. If a voter will be unable to vote in person, they can pick up an absentee ballot and application at the library. Ballots must be received at the library no later than 5 p.m. April 25.**

increased costs associated with employees and maintaining equipment and structure, and this year will be no exception," the library's principal clerk Mary McDonald wrote in an informational letter regarding the budget. "The Wead Library is an integral part of Malone, and the staff is committed to the people of our community."

"Public libraries offer essential services to the communities they serve," she added. "The Wead Library has continued to provide many free materials and access to information via books, magazines, newspapers, audio books, dvds, e-materials, databases, inter-library loan, genealogy research and free wifi/

computer use. Collaborations with area schools and businesses have increased to reach more people."

In response to last spring's patron survey, the library has added more programs for all age groups than ever before, Mrs. McDonald reported, and the programs included yoga classes, Stories & STEAM, knitting groups, book clubs and Dungeons & Dragons groups. Patrons can also look for a new online reading challenge platform (Beanstack) being implemented this spring. Improvements to the children's room and collections are ongoing, the report said, and the much-needed upgrade to aging public computers has been completed.

Digitizing Franklin Academy yearbooks is underway and new LED lighting has been added in the stairwell, and the entry way foyer will be next.

"Future changes may also include a new roof, new windows, automatic ramp doors, and new carpet in the fiction/non-fiction rooms," the letter submitted to the Telegram reads. "The Wead Library is an exceptionally lovely historic building, and its upkeep is vital."

budget featured a projected increase of 13.57% to the tax levy.

After the changes village trustees made at their final budget workshop last Wednesday, the village's tax levy is increasing exactly to what the municipality is allowed by the state, without going over the tax cap of 1.02%, according to village Treasurer Kristine Lashway.

Lashway said there are no increases set for water and sewer rates as a part of the tentative budget.

The village's tentative spending plan totals approximately \$8.1 million, according to village documents.

The tentative budget includes a tax rate increase of 0.151% or \$0.0297 per \$1,000 of assessed valuation, according to the village's budget summary.

The village's tax rate for the current year is \$19.68 and under the tentative budget next year's tax rate will be \$19.71.

The village's tax levy for the 2023-24 budget is \$2,975,396, according to the summary.

Village Clerk Rebahka Scaccia said final action on the tentative budget will be taken at the board's meeting at 5:30 p.m. April 24. No changes will be made to the budget in the interim, she said.

"Everything that has been changed, that is exactly how it is going to stay," Scaccia said, adding that the budget needs to be sent to the state prior to April 30.

"We aren't moving this

# Funding available from settled opioid

From staff reports

MALONE — Franklin County has announced a funding opportunity related to an opioid settlement, the result of agreements with companies involved in the manufacturing, distribution and sale of opioids, according to a statement released Wednesday by Franklin County Community Services.

The settlement agreements will include payments in varying amounts over the next 18 years. Franklin County's allocation for 2022-23 is \$512,876, and includes payments from the New York State Office of the Attorney General and the New York State Office of Addiction Services and Supports.

"We are in receipt of all of our opioid settlement funds,"

community services/mental health director Suzanne Lavigne told county lawmakers last Thursday. "We'd like to draw that down into our appropriation line so that we're able to begin to use it."

Agencies and organizations can apply for funding through the Franklin County Local Governmental Unit/Community Services, the release

stated. Under that agreement, the state is requiring that these funds be directed toward efforts related to substance use disorder treatment, recovery, harm reduction and prevention. Interested parties should address one or more of these if applying for funding. Funding is expected to be available each year and will require an annual funding proposal and

Malone Telegram Thurs 4/13/2023

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## Library Report 4/17/2023

Now that Spring (and dare I say Summer?) is in the air, it is a perfect time to try to get a jump on maintenance projects. A message was left for Seven C's Masonry to make sure we are on their schedule for the second phase of the wall repair. We already have an approved quote. The work done this fall looks like it held up well through the winter. The plan is to also ask for a quote to repair the handicapped ramp. In early May, B&C Driveway Sealing and North Country Sealcoating will submit estimates for sealing our parking lot and repainting the parking lines. Cornerstone is scheduled for routine maintenance on our AC unit on Monday, May 8th. A landscaper will also be contacted to spruce up the yard. Cleansweep does a good job and replanted some of the bushes last year, but they are often shorthanded and in high demand. Perhaps a good onceover every few years will make their job easier too.

Ron Robideau checked on the roof leak which seems to have resolved itself for the time being. He believes it was due to an ice dam on the upper, back (South) side of the slate roof. He said that part of the roof is in very bad shape as it is missing several shingles. If not repaired we will continue to have problems next winter. He will be getting us an estimate. This job will need to be put out for bids. The bidding process will need to be researched. Due to the library's unique connection to the school, an email was sent to Chad Lawrence, director of facilities at Malone Central Schools informing him of the library's need to repair the roof.

On the directive from our insurance company, the business relationship with John Maloney plowing the parking lot was terminated in March. We had asked for, were continuously promised, but never received his current certificate of liability insurance. He had always provided the certificate in the 5+ years he had been plowing. The certificates are required for the Worker's Comp Insurance Audit completed every February. The library may be charged extra on the 2023 audit because of this. An agreement was made with Leahy Snow Control for the remainder of the season should we need snow removal. Having more time this fall, the library will secure quotes from a few companies for next winter. Going forward, certificates of liability will be secured by a contractor at the time of the estimates, before any work is done.

The annual budget vote is set for April 25th. The staff is gearing up for the new fiscal year with lots of new ideas being contemplated. I am very proud of the Wead Library staff and their dedication to the library and community.

*Respectfully,*  
*Mary McDonald, Principal Library Clerk*

Librarian Report  
April 17, 2023

The library has been very busy since the last board meeting! Karlee Martin and I spent three days at Malone Middle School promoting Beanstack and other library services. I am happy to report that we have seen several students using the Wead Library since our visit. So far, we have had 50 unique registrations for Beanstack.

On April 11, 2023, Karlee and I attended the Clinton Essex Franklin Library System (CEFLS) Summer Reading Workshop, hosted by the Wead Library. We also gave a presentation on the Wead Library Personal Care Pantry. We discussed the initial idea, the implementation of the pantry, and the upkeep. Karlee also shared copies of the community resource flyer that is available in the pantry and the foyer. Karlee spent a great deal of time verifying information and then compiling a list of local food pantries, thrift stores, and more. There were also presentations on potential summer reading crafts/activities (Juliette Brookfield from CEFLS), working with home school families in the library (Karen Armstrong from Lake Placid Public Library), and “beekeeping, native bees, plants, and the importance of pollination” (Kim Trombly from Cornell Cooperative Extension).

Our first ever Plant Swap was a success! Adult programs usually have a smaller attendance than many of our other programs, but this was a hit. Most attendees brought plants and left with even more than they came with. It was also so nice to see everyone really engaging with one another and talking about plants. This will definitely be an inspiration for future programs! Marian and Karlee were very helpful in the planning and implementation of this program. All staff members were great when it came to promoting and even contributing plants for the event.

I sent out donation request letters to local businesses in support of our Summer Reading Program (SRP). Suggestions for donated prizes included a gift certificate, products related to the business, or a monetary donation which would go towards purchasing a prize. These letters were sent mid-March. We plan to list contributing businesses as sponsors of the SRP on promotional materials and summer calendars. Selecting prizes for young children tends to be a lot easier and less expensive than older children and teens (11+) and adult readers. It is my hope that local businesses as sponsors will help with this issue!

Thanks!  
Chelsie Russo