

Minutes of the Wead Library Board Meeting May 12, 2025

Present: Chris Eggsware, Vice President

Jeanne LeClerc, Treasurer

Anne Werley Smallman, Secretary

Lucille Poirier, board member

Mary McDonald, Principal Library Clerk

Member of the Public: Emily Keddy, CSEA Labor Relations Specialist

Call to order: 7:03 pm by Chris Eggsware, Vice President.

Entered Executive Session for the purpose of discussing personnel on motion by Lucille Poirier, second by Jeanne LeClerc at 7:04pm. Unanimously approved.

The board exited Executive Session at 8:49 pm on motion by Anne Werley Smallman/second by Lucille Poirier.

Motion by Chris Eggsware/second by Jeanne LeClerc to approve the minutes of the April 28, 2025 meeting. Unanimously approved.

Motion to accept the bills as paid dated April 30, 2025 by Chris Eggsware/second by Lucille Poirier. Unanimously approved. Mary McDonald will be tallying snow removal and fuel bills and comparing them to previous years and will share that information with the board. A board member questioned why we were paying for coin wrappers and advised that they are available for free from the bank. Mary McDonald has already addressed this with staff.

Communications:

- Mary McDonald will be sending thank yous to:
 - Voting day volunteers Liz Marshall, Barbara Winthrop-Benware, Sue Spaulding, and Peggy Robarge.
- The vote results were sent to the Malone Telegram and they were printed in the May 8, 2025 edition.

Library report by Mary McDonald *see attached*

Librarian report by Chelsie Russo *see attached*

Old Business:

- Roof/Window Project: still awaiting NYS approval of our project proposal

New Business

- Charging Fees: CEFLS notified its member libraries that NYS does not allow public libraries to enact a cost to access library services, including programs held in the library (even if they are arranged and conducted by a third party group using library space).

Motion by Jeanne LeClerc/second by Chris Eggsware to amend the Wead Library Building Use Policy to delete:

Item 7 *"unless specifically approved by the library Administration or Board of Trustees."*

Item 9 *"A sponsor of a meeting or program may request a fee that covers the cost of materials furnished to participants. This fee may not exceed \$35."*

And to add (item 9): *No cost of materials fee may be charged for a meeting, event, or program."*

Unanimously approved.

Motion by Jeanne LeClerc/second by Lucille Poirier to amend the Wead Library Library Card Terms and Conditions to delete (paragraph 2): *"The cost of a replacement card is \$1.00."*

And to add (paragraph 2): *"The library will replace the library card one time at no charge.*

After that, a replacement card will not be issued, but the patron account will remain active."

And to add (paragraphs 5 & 6): *"Easy Access Cards may be obtained for area residents who would like to use library resources but cannot obtain a traditional library card because they are unable to provide an address /proof of residency as required by the library. The patron will need to provide photo ID, name and contact information (phone number and/or email). If the patron cannot provide one of these, they will be instructed to call the Outreach Department at CEFLS (518-563-5190) to make arrangements for a card.*

If a patron wishes to use only the digital services online, but cannot come into the building, the library can issue a Digital Card Only over the phone. A staff member will fill out the application with the patron's information. Digital cards have the same requirements as those listed for permanent residents with the exception of providing a photo ID (not required) and signing the application (not required.) The staff member will write Digital Use Only on the top of the application. If at any point the patron wishes to use the library card for physical items, they will need to provide a photo ID and sign the application."

Unanimously approved.

Motion by Anne Werley Smallman/Chris Eggsware to accept Melissa Benardot's resignation from the Board, with regrets, and extend thanks for her 17 years of service as a Library Trustee. Unanimously approved. A card and flowers will be sent to Melissa as a token of thanks for her tenure on the Board.

Motion by Lucille Poirier to adjourn/second by Jeanne LeClerc. Meeting adjourned at 9:21 pm

The board will meet on May 23, 2025 at 12:30pm and June 11, at 4:00pm for an anticipated Executive Session. The next regularly scheduled board meeting will be June 16, 2025 at 7pm.

Respectfully submitted,

Anne Werley Smallman
Secretary
Board of Trustees