

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
February 27, 2023

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the February 27th 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 – January 23, 2023

Treasurer's Reports – December 2022, January 2023

Action on Bills – January 2023, February 2023

Communications –

- This and That in Town 1/25/2023 Wead Book Sale Mention
- Thank you to book sale volunteers, J Leclerc and E Marshall
- Thank you to Free trader for free book sale ads (email)
- Thank you to R Rosentretter, Malone Telegram for coverage (email)
- Thank you to D Minnich memorial donation (Kiwanis & individuals)

Library Report - February 2023

Librarian's Report - February 2023

Old Business – Yearbook Digitization Project

New Business – 2023-2024 Budget

Date for Next Board Meeting – Monday, March 20, 2023 @ 7:00pm

Adjournment

Minutes of the Wead Library Board Meeting on January 23, 2023

Present: Melissa Benardot, President
Jeanne LeClerc, Treasurer
Anne Werley Smallman, Secretary
Chris Eggsware, Vice President
Lucille Poirier, board member
Mary McDonald, Principal Library Clerk

Call to order: 7:04 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the November 14, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of October and November 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the November and December 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes to
 - Long-time patrons the Garrows for monetary donation
 - Katie Letourneau and Rosalyn Poirier for stuffed animal donation
 - A. & T. Stickney for second memorial donation in memory of K. Marceau, to be used at library discretion
- Thank you notes were received from
 - The Lamicas for (therapy dogs) Mitch & Abby's birthday party
- Memorial donations continue to be received for former director David Minnich, including through the "donate" button on the website
- Malone Telegram featured the library's Martin Luther King display in article

Library Report by Mary McDonald: *see attached*

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

Old Business

- Civil Service Update - as of Dec. 5, Mary McDonald & Nicole Andre have their new titles: Principal Library Clerk & Senior Library Clerk; the date of civil service tests is TBD.
- Long-range plan: *Motion by Anne Werley Smallman to accept draft Long-Range Plan for discussion/second by Jeanne LeClerc. Unanimously approved.*
 - Proposals/notes for amendment:
 - p.2 decline of population - 11% since when?
 - p.6 discount passes - Mary tried to get passes to House of History, Wilder Farm & Lucky Strike bowling alley this year, all without success
 - p.2 background discussion of COVID pandemic - remove and create new objective under Goal 1: maintain updated crisis plans and include language about library's response to pandemic
 - Anne Werley Smallman presented draft Trustee Planning Evaluation Tool for consideration
- COVID policy - *Motion by Melissa Benardot to modify policy to remove employee additional paid sick leave for COVID-positive tests unless DOH mandates a quarantine/second Chris Eggsware. Unanimously approved.*

New Business

- Personnel Code of Conduct updates:
 - addition of additional paragraph "Reporting"
 - Change first person to impartial third person language (strike "we" and "our")
 - List of unacceptable behavior - add caveat that not an exhaustive list

Motion to approve suggested updates to Personnel Code of Conduct by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.
- New Part-time personnel policy - Employees with 5-99 employees must provide paid sick leave per NYS law. *Motion by Lucille Poirier to approve with revisions the Part-time Personnel Policy/second by Jeanne LeClerc. Unanimously approved.*
 - Revisions: change personal to impartial language (strike "your" and "we" and "our")
 - Copy approved changes to Personnel Code of Conduct section (see above)
 - Add to "sick time" section: *if hired in the months...* clarify that applies to year of hire only (first year vs. each year)
- Updated Constitution and Bylaws
 - *Motion by Melissa Benardot to approve changes to the Constitution and Bylaws/second by Lucille Poirier. Unanimously approved.*
 - Revisions:
 - director to director or designee in all cases
 - IV:1 - change ... meet each month to meet nine times throughout the year
 - IV:1 - change to minutes made available (vs. mailed)

- IV:3 - change to ... *presented prior to the submission of the report to NYS*
(vs. *January*)
- V:1 - change from *shall* to *may*
- V:3-5 change to V:1:a-c

- Date for Annual Meeting & vote: Tuesday, April 25, 2023

The next regularly scheduled board meeting will be February 27, 2023 at 7pm.

Adjourned at 8:38pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

Wead Library, Malone, NY
Bills Submitted for Approval
January 23, 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	
		National Business Tech - Taskalfa (Pd)		\$ 16.41	\$ 58.41
321	BOOKS & LIBRARY	Baker & Taylor (Pd)	\$ 651.69		
	MATERIALS	Baker & Taylor (Pd)	\$ 156.71		
		Baker & Taylor (Pd)	\$ 339.47	\$ 1,147.87	\$ 1,147.87
322	CHILDREN'S	Ingram Library Services (Pd)		\$ 362.28	
	MATERIALS	Ingram Library Services (Pd)		\$ 11.89	\$ 374.17
326	ELECTRONIC FORMAT MAT.	CEFLS automation contract 2023 (Pd)		\$ 4,916.24	\$ 4,916.24
341	OFFICE & LIBRARY SUPPLIES	WB Mason - Misc paper & prog food (Pd)		\$ 188.64	
		CEFLS - patron combo cards (Pd)		\$ 220.00	
		Demco, Inc - misc labels / protectors (Pd)		\$ 146.97	\$ 555.61
400	JANITORIAL EXPENSES	Citizen Advocates - Dec custodial (Pd)		\$ 1,482.39	
		Maloney's Trucking - Plow/sand Dec '22 (Pd)		\$ 300.00	\$ 1,782.39
401	CONTRACTUAL	Symquest - Safetynet 1/2023 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 40.27		
		National Grid - electric (Pd) 2680 kWh	\$ 696.19	\$ 736.46	
		Village of Malone - water/sewer Oct-Dec		\$ 140.00	
		Adiron Energy - Fuel Oil - 355.6 gal (Pd)	\$ 1,228.99		
		Adiron Energy - Fuel Oil - 199.1 gal (Pd)	\$ 665.40	\$ 1,894.39	\$ 2,770.85
421	TELEPHONE	Westelcom - phone internet Jan 2023 (Pd)		\$ 291.66	\$ 291.66
480	OTHER EXPENSES	CRusso - reimb pizza D&D (Pd)		\$ 58.28	
		Petty Cash - Price Chop - Dog bday (Pd)	\$ 35.58		
		Petty Cash - Joann - fabric Minnich (Pd)	\$ 26.98	\$ 62.56	\$ 120.84
619	EMPLOYEE VISION CARE	Employee Vision Care - Jan 2023 (Pd)		\$ 97.36	\$ 97.36
					\$12,580.40

Wead Library, Malone, NY
Bills Submitted for Approval
February 27, 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	\$ 42.00
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 82.22		
		Baker & Taylor (Pd)	\$ 61.31		
		Baker & Taylor (Pd)	\$ 310.75	\$ 454.28	
		Johnson Newspaper Corp - Telegram (Pd)		\$ 199.05	
		House of History (FCHMS) - pass (Pd)	\$ 150.00		
		Petty Cash - FCHMS - historical review (P	\$ 10.00	\$ 160.00	\$ 813.33
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)		\$ 31.23	
		MMcDonald - reimb for children's cds(Pd)	\$ 53.27		
		MMcDonald - reimb for player&scissors(P	\$ 90.53	\$ 143.80	
		Demco Inc - library appliques (Pd)		\$ 825.55	
		CRusso - reimb for Stories & STEAM (Pd)		\$ 64.13	\$ 1,064.71
323	VIDEOS	MMcDonald - reimb amazon 5 dvds		\$ 92.72	\$ 92.72
326	ELECTRONIC FORMAT MAT.	ProQuest - Heritage quest online (Pd)		\$ 1,116.14	
		ZooBean - Beanstack Plus - 2023 (Pd)		\$ 1,081.00	\$ 2,197.14
341	OFFICE & LIBRARY SUPPLIES	WB Mason - Misc office supplies (Pd)		\$ 40.21	
		Brodart - book jacket, catalog cards (Pd)	\$ 182.90		
		Brodart - tall book pockets (Pd)	\$ 23.35	\$ 206.25	
		Petty Cash - Price Chop - utensils (Pd)	\$ 10.24		
		Petty Cash - Walmart - vote envelopes (P	\$ 27.88	\$ 38.12	
		MMcDonald - reimb page magnifiers (Pd)		\$ 19.98	\$ 304.56
400	JANITORIAL EXPENSES	Citizen Advocates - Jan custodial (Pd)		\$ 1,482.39	
		Valley Paper Co - towels & toilet tissue (Pd)		\$ 90.95	\$ 1,573.34
401	CONTRACTUAL	Symquest - Safetynet 2/2023 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 40.89		
		National Grid - electric (Pd) 2808 kWh	\$ 726.07	\$ 766.96	
		Adiron Energy - Fuel Oil - 390.4 gal (Pd)	\$ 1,465.97		
		Adiron Energy - Fuel Oil - 180 gal (Pd)	\$ 652.42		
		Adiron Energy - Fuel Oil - 397.4 gal (Pd)	\$ 1,287.99	\$ 3,406.38	\$ 4,173.34
421	TELEPHONE	Westelcom - phone internet Feb 2023 (Pd)		\$ 291.68	\$ 291.68
480	OTHER EXPENSES	MMcdonald - reimb movie popcorn & salt (Pd)		\$ 6.28	
		Petty Cash - Dunkin- donuts book sale (Pd)		\$ 23.98	\$ 30.26
619	EMPLOYEE VISION CARE	Employee Vision Care - Feb 2023 (Pd)		\$ 97.36	\$ 97.36
921	BLDG FUND & REPAIR	Cornerstone Services - 2x heat and blower (Pd)		\$ 1,079.61	
		rivers Edge Construction - install wall (Pd)		\$ 75.00	\$ 1,154.61
					12300.05

Library Report 2/27/2023

Despite missing the first day of the Winter book sale due to a snow closure, the library book sale took in \$846 over 5 ½ days. It was surprising to see so many book lovers come on Saturday in the -20 degree temperature. Our volunteers E Marshall and J Leclerc were vital to the sale's success. 15 teen volunteers were also essential in the set up and take down of the sale. Half of the leftover books along with our 2022 magazines were donated to Upstate Correctional Facility. The remaining books were stored for the next sale scheduled for June 2nd.

The library has been busier than ever and our event calendar is full of programs. Knitting, Stories & STEAM, D&D, and yoga have seen steady attendance. Gentle Yoga starts in March and will give patrons an alternative to the Wednesday night yoga. T Henderson reported an enthusiastic group of 6 attended the adult book club organizational meeting and is looking forward to monthly meetings. The Surprise Date with a Book Valentine's promo saw 79 free books given away. The library's 3rd floor use has also increased with tutors and meetings and some group movie viewings. We have secured a 10 tour Museum pass for the Franklin County House of History that will be ready to use this spring along with our usual Wild Center, Fort Ticonderoga, Echo Leahy Center and Adirondack Experience (Blue Mountain Lake Museum) passes.

The Wead Library was a remote zoom meeting location for the CEFLS Board Meeting on Monday, February 27th. The Library has also been asked to host a CEFLS Summer Reading Program Workshop for member libraries during the April school break.

Staff members are utilizing free webinars for professional development and continue to streamline shared information using Microsoft 365 (flyers, instructions). M McDonald has participated in Occupational Stress for Library Workers, Programming Opportunities for Adults with Disabilities, and Effective Staff Evaluations Made Easy. K Martin has participated in Inclusive and Affirming Library Programs for LGBTQ+ Youth, Copyright and Fair Use for Libraries, and has registered for Reducing Stress, Improving Mental Health in March. Chelsie's latest viewed webinars include How to Make the Most of School Visits, Native Stories, Native Peoples: Opportunities for Library Engagement, and Building a Diverse Collection. K Martin and C Russo both attended the virtual Beanstack new client kick off in preparation for the Wead Library's March launch of the platform. C Russo set up training videos for all staff to watch in the next few weeks.

M McDonald and N Andre have been working toward the March 3rd deadline for the Annual Report to CEFLS. It was set aside to compile the 2023-2024 Budget.

The roof in the adult fiction room has started leaking (2/2/23) in the same spot around the roof drain as last year. After several unanswered phone calls (no machine picked up), messages were left (2/10/23 and 2/22/23) on the machine of Seymour Roofing . The library has not yet received a call back. Chad Lawrence at Malone Central Schools sent phone numbers for roofers out of Gouverneur and one will be called in the next week.

Respectfully,
Mary McDonald, Principal Library Clerk

Librarian Report
February 27, 2023

Library Advocacy Day is February 28th. Please visit New York Library Association's (NYLA) website (<https://www.nyla.org/nyla-advocacy-day-2023/>) to see how you can participate.

Stories & STEAM has been very successful so far! During the month of February, we have met four times with a total of 54 children and 29 adult attendees. Some families have attended all four meetings. For the most part, I have been able to use materials left over from summer reading programs, and story hours. We have purchased some new STEAM themed books and materials. It has been really rewarding connecting STEAM activities to children's books. There is a need and a desire for more STEAM after school activities.

We have booked two more performers/activities for the Summer Reading Program (SRP). Pipsqueak is scheduled to visit the Wead Library on Wednesday, August 2nd as the SRP closing event. Pipsqueak will be performing her "FABUTABULOUS FRIENDSHIPS" show! We have also scheduled Michael Albert's Pop Art Experience & "An Artist's America" workshop on Wednesday, July 12th. Michael Albert's workshop is for patrons of all ages. All three scheduled performers fit perfectly with the themes of kindness, friendship, and unity.

Karlee and I have been asked to give a presentation on the Personal Care Pantry for the CEFLS SRP workshop to be held here in April. Karlee and I collaborate extensively through Microsoft 365 subscription and canva.com (online design tool).

On Friday, February 23rd, I submitted the grant application for Accessible Small and Rural Communities. Karlee was very helpful when it came to brainstorming, providing feedback, and editing. Anja Bouchard from CEFLS was also incredibly helpful when it came to preparing the application. Through phone conversations and email, Anja shared resources, feedback, and her expertise when it comes to grant writing. If awarded this grant, the Wead Library will be able to make several entrances and bathroom doors handicap accessible and compliant with the Americans with Disabilities Act (ADA). We also hope to add more wayfinding signage to the interior and exterior of the building if funding allows.

Thanks.
Chelsie Russo
Librarian I



Show your support for NY's libraries!



Did you know that New York State libraries have been underfunded for more than a decade? Without your assistance, the trend may continue this year.

Despite the initial optimism inspired by Governor Kathy Hochul's support for increasing Library Operating Aid last year, the Executive Budget proposal for FY2024 includes a \$3.5M cut in Library Operating Aid and a reduction of \$20M for Library Construction Aid. Furthermore, for the 16th year in a row, the Executive Budget fails to include any provision that would increase per-pupil funding for Library Materials Aid, leaving it stagnant at \$6.25/pupil.

Libraries will struggle to serve their communities and students with the proposed budget. Please help us advocate for funding that complies with Education Law:

1. \$147.1M Library Operating Aid
2. \$69.4M Library Construction Aid
3. \$150K Release of Love Your Library Fund
4. \$11.00/pupil in Library Materials Aid

You can participate in library advocacy in many different ways. One option is to contact your elected officials by using our pre-printed postcards or by creating your own message (see below for contact information). Visit nyla.org for more ideas!

<p>Assembly District 115 Assemblyman Billy Jones 202 U.S. Oval Plattsburgh, NY 12903 Phone: 518-562-1986</p>	<p>NY Senate District 45 Senator Daniel G. Stec 188 State Street Legislative Office Building, Room 408 Albany, NY 12247 Phone: 518-455-2811 Email: stec@nysenate.gov</p>
<p>Assembly District 115 Assemblyman Matt Simpson 4 Southwestern Avenue Suite 3 Queensbury, NY 12804 518-792-4546 Fax: 518-792-5584</p>	