**Minutes of the Wead Library Board Meeting on September 19, 2022**

Present: Melissa Benardot, President

 Jeanne LeClerc, Treasurer

 Anne Werley Smallman, Secretary

 Chris Eggsware, Vice President

 Lucille Poirier, board member

 Mary McDonald, Senior Clerk

 Chelsie Russo, Librarian I

Call to order: 7:06 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the June 21, 2022 meeting by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Motion to approve the treasurer’s reports of June 2022 by Chris Eggsware/second by Anne Werley Smallman. The school district will make the July, August & September reports available for our October meeting. Approved unanimously.

Motion to accept the June 30, July & August 2022 bills as paid, by Jeanne LeClerc /second by Lucille Poirier.

Communications:

* Mary McDonald sent a thank you note to Jeanne LeClerc for her donation
* Rep. Billy Jones sent a laminated copy of the Malone Telegram article about the *Stuff a Fluff* program with a laudatory note
* Card from patron Cheryl Wells - thanking staff who aided her to get connected for an online training
* Anonymous donor of $1000 stopped in to give kudos and to donate

Library Reports by Mary McDonald: *see attached*

* Mary enumerated several issues with Symquest’s billing and technical services. If they can’t be resolved, the board may want to pursue a different tech vendor.

Librarian’s Reports by Chelsie Russo: *see attached*

**Old Business**

* **Reopening Status**: Phase 5 ended on August 30, 2022 and Phase 6 (back to full operation) began September 1. The library is no longer providing masks, but patrons are welcome to continue to wear them at their discretion.
	+ **Civil Service update**
		- The hard copy signatures by Melissa Benardot mailed to Civil Service in July, were not received. Mary McDonald spoke with Civil Service, who re-sent the papers for signature, which Melissa signed and Mary will drop off.
		- The application for Principal Library Clerk will now be submitted by Mary McDonald
		- Lucille Poirier volunteered to assist Melissa with communication with Civil Service
	+ **Long-range plan** - Chelsie Russo proposed a new set of Core Principles and Goals; board members were encouraged to propose additions, specifically to help flesh out Goal #7.

- **Trustee training requirements** beginning January 1, 2023, board members will be responsible for minimum 2 hours of board-specific training. There are online offerings by the New York State Library, NYLA, and others. The board discussed each doing a different training and sharing what we learned with each other to magnify our learning.

**New Business**

**- Hours -** patron visitation on nights when open until 8pm was low and doesn’t justify the staffing required. New hours are: Mon/Tues/Fri 10-6; Wed/Thurs 10-7; Sat 10-3. Programming will be adjusted accordingly to meet staffing needs and patron responses to the survey. Staff hours are specified in the contract, so when the new contract is negotiated next year, that will need to be addressed, hopefully with some flexibility.

**- Fuel oil bids -**  Mary sent out three requests for bids and received two: MX Fuels and Adirondack Energy. *Motion to accept the bid from Adirondack Energy by Lucille Poirier/second by Jeanne LeClerc. Unanimously accepted.*

The next regularly scheduled board meeting will be October 17, 2022 at 7pm.

Adjourned at 8:22pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,

Anne Werley Smallman

Board of Trustees