

Minutes of the Wead Library Board Meeting January 27, 2026

Present: Kaitlin Parker, board member
 Lucille Poirier, President
 Anne Werley Smallman, Secretary
 Darlene Fanus, Finance Officer
 Mary McDonald, Senior Library Clerk
 Anne Paulson, Library Director

Call to order: 5:03 pm by Lucille Poirier, President.

Motion by Darlene Fanus/second by Kaitlin Parker to approve the agenda.

Motion by Kaitlin Parker/second by Darlene Fanus to approve the minutes of the meeting, with corrections, on November 24, 2025. Unanimously approved.

Treasurer's reports for November & December 2025 were received.

Motion to accept the bills as paid dated November 24 and December 29, 2025 by Kaitlin Parker/second by Darlene Fanus. National Grid repaired the meter which had been broken since August, but the new meter is not yet communicating with National Grid, which is why we still haven't seen the massive bill from them. Mary McDonald called them and they have a work order in to connect it. Unanimously approved.

Communications:

- No monetary donations
- Malone Telegram article on Homegrown Art Wall

Director's Report by Anne Paulson:

- see attached report
- Anne Smallman re-posted Librarian I position to NYLA Jobline; needs to be renewed on April 27. Mary McDonald will re-post to CEFLS and other sites. Anne Paulson will reach out to Library Schools to advertise the position.

Old Business

- **Roof/window project:**

On January 13, 2026, Darlene Fanus, Kaitlin Parker, Lucille Poirier, Anne Paulson, and Mary McDonald of Wead Library met with Beardsley representatives John MacArthur & Bernie Brown to review the various options for the Value Engineered proposal from RSI.

Discussion:

- Est. cost of Window Treatments \$1900 & Ceiling tile replacement \$500 will come out of the contingency, per Mary McDonald conversation with Bernie Brown.
- Option 8: Natural slate; Anderson E series: \$758,800 provides some cost savings while using the roof material that will last the longest
- Per 1/26/26 email to Anne Paulson, Mary McDonald & Lucille Poirier, John MacArthur of Beardsley indicated we will need to authorize an additional \$19,600 for Beardsley. There will be an additional approx. \$7000 due to the Atlantic Testing Labs for air sampling during asbestos abatement.
- The board set aside \$604,704 + \$100,000 and has \$698,440 left after paying invoices to Beardsley.

Motion by Darlene Fanus/second by Kaitlin Parker to make the following resolution:

WHEREAS - the Library's A/E consultant, Beardsley Architect + Engineers, published Bids for the Wead Library 2025 Roofing & Window Replacement Project for a bid opening on September 9th, 2025 - and

WHEREAS - A single bid was presented for the project by RSI Roofing Inc in the amount of \$918,529.00 including allowances and this bid was determined to meet the bidding requirements - and

WHEREAS - by mutual agreement, the Wead Library and RSI Roofing have extended the bid acceptance deadline indefinitely to engage in a Value Engineering exercise to modify the scope of the project to fit within the Library's budget - and

WHEREAS - Beardsley Architect + Engineers, on 1/13/2026, presented a Value Engineering Summary, listing cost savings proposals by RSI Roofing, and organizing them into (8) different project options, each with an accompanying total project construction cost - then

Be it RESOLVED that, the Wead Library Board of Trustees, after reviewing the information presented by Beardsley Architect + Engineers, has selected Value Engineering Option #8 for a total project construction cost of \$758,800.00 including allowances and instructs Beardsley Architect + Engineers to draft a change order for the project to modify the scope and price of the project as indicated in the Value Engineering option selected and draft an Award letter to RSI for the Library's signature, contingent on execution of the change order by both parties.

- **Bylaws:**

- At the November 24, 2025 Board Meeting, Lucille Poirier proposed two changes to the Board Bylaws:
- Article 3:4 - that the Board Treasurer title be changed to Finance Officer (the Trustees Handbook names the MCSD Treasurer as the Wead Library Treasurer)
- Article 2:4 - term of office - when we appoint someone to fulfill a vacant, unexpired term, they currently have to stand for election at the next election day. The change would mean that the appointee would not need to stand for election until the original term expires.
- Motion by Darlene Fanus/second by Kaitlin Parker to change the Wead Library Constitution and By-laws to read:

- "3:4 Vacancies which occur for reasons other than expiration of term may be filled for the remainder of the term by the Board of Trustees."
- "2:4 The Finance Officer shall be the financial officer and representative of the Board in business relating to the receipt and disbursement of Library funds, and as such shall present for Board review and approval at regular intervals: (1) properly itemized and authenticated vouchers for materials, supplies or services furnished to the Library, (2) periodical reports of the financial status of the Library operations prepared with the assistance of the Director of the Library of designee and, (3) shall perform such other duties as are generally associated with that office. The Finance Officer shall be bonded in an amount as may be required by a resolution of the Board."

Unanimously approved.

New Business

- Lucille Poirier distributed the new committee assignments. Anne Paulson asked that the Finance Cttee meet before the next Board Meeting to begin the process of drafting the next budget.

- Lucille Poirier proposes a further amendment to the By-laws in Article V: Section 1: changing the standing committees to be 1. Personnel 2. Planning & Policy 3. Finance 4. Building. Change would read:

"5:1 The President may appoint a Building Committee, a Finance Committee, a Personnel Committee and a Planning & Policy Committee. These committees shall consist of two or more members and shall be discharged upon completion of the term of office of the President.

- a.) The Building Committee shall act to ensure that adequate facilities are designed, situated, constructed, and maintained to meet the Wead Library's mission of service and accessibility to the community.
- b.) The Finance Committee shall have general supervision over the financial affairs of the library and shall make related policy recommendations to the Board. This committee shall prepare the draft Annual Budget for the maintenance and operation of the library, in conjunction with the Library Director, for review and approval by the Board at the time specified by the President.
- c.) The Personnel committee shall review personnel policies, as needed; perform the initial evaluation of the Director; consider any personnel issues brought by the Library Director; manage the selection process of a new Library Director when necessary; and assist with the drafting of personnel contracts.
- d.) The Planning & Policy Committee shall work with the Library Director to periodically formulate policy recommendations relating to Library organization, resources and services, in an ongoing effort to keep the Library's policies up to date. The committee shall be generally aware of Library developments and standards of service elsewhere which should be adopted by the Wead Library and by the Clinton-

Essex-Franklin Library System and critically evaluate the Library's role in the community and recommend goals and objectives to continue the Library's mission."

Motion by Kaitlin Parker/second by Darlene Fanus to move into Executive Session to discuss matters of staffing at 6:40pm.

Motion by Kaitlin Parker to move out of executive session/second by Darlene Fanus at 7:04pm

Kaitlin Parker brought the idea for discussion of a non-partisan voter registration drive held at the library. There was general agreement as long as it was non-partisan, but she will discuss it with Anne Paulson.

Motion by Darlene Fanus to adjourn/second by Kaitlin Parker. Meeting adjourned at 7:12pm

The next regularly scheduled board meeting will be February 23, 2026 at 5pm.

Respectfully submitted,

Anne Werley Smallman
Secretary, Board of Trustees