



SARANAC LAKE FREE LIBRARY BOARD MEETING
June 14, 2023
Cantwell Room

Trustees Present:

Cheryl Joyce, Vice-President
Christina Lawrence, Treasurer
Beryl Szwed, Secretary

Wendy Austin
David Staszak

Aurora Wheeler-Pfaff
Tiffany Van Etten

Absent: Mike Beccaria, Angela Bates, Mackenzie Davison, Jesse Jakobe,
Amy Richardson,

Also Present: Jacob Widrick, Library Director

Call to Order: by Cheryl Joyce at 5:18 pm. A quorum was present.

Agenda Approval: Motion by Cheryl to approve agenda, seconded by Beryl Szwed. Motion passed.

Approval of the Minutes from the May 10, 2023 BOT Meeting: Christine Lawrence moved to accept the minutes, seconded by Wendy Austin. Motion passed.

Presentation by Ray Bryan: Mr. Bryan gave the Annual Financial Review of our Janney Montgomery Scott Accounts. Highlights of the report:

- A SIMPLE 401K was set up for each employee in a growth group plan
- The team working for the library was introduced
- The portfolio is approximately \$1.2 million, averaging 5% growth per year, over the benchmark of 3%
- 5% of the principle can be withdrawn each year without impacting the principle
- The Board was invited to tour the home office in Saratoga

Period of Public Expression: No Comments.

Director's Report: Jake Widrick, Library Director, presented highlights of his written report:

- The Wizards of the West Coast game design event drew 24 kids, aged 8-18, in two sessions on Saturday, May 27th. Adults also stayed for the afternoon session. The designers came from Seattle, and all present had to sign NDS to control the top secret content.
- Lego play sessions are held in the Cantwell Room the second Wednesday of each month from 3:00pm-4:30pm.
- 14 new policies need to be revised for spaces and uses of the library. Christina Lawrence presented a motion to have Jake draft some policies on the use of the Cantwell Room by public and private groups (Aurora Wheeler-Pfaff seconded). The motion passed.
- The new library hours have been appreciated, especially the 10:00 a.m. opening.
- The new accounting firm will be Boushie and Associates.
- A Community Collage will be starting in July, thanks to a donation from Martha Spears (of John Brown Presents) for supplies.

Committee Reports:

Buildings & Grounds: Christina Lawrence reported that the roof repairs have been done. Dean will help re-copper the front this summer as a donation-in-kind. Jake signed the contract for the solar panels and installation might begin in a month; they will only take 4-5 days to install. The inverter will be in the back of the building, so it will not interfere with patrons. The funds to cover this will be withdrawn from current accounts, but will be offset by the NYS grant. Jake has already filed the paperwork stating an intent to apply for a grant next year, with plans to apply annually. They will do a walk-through to determine placement of cooling/heating equipment for the Cantwell Room. Due to the Library's designation, the cost doesn't have to go out to bid.

Finance: Christina reported that the committee will update its policies and procedures, including its official investment policy. Boushie and Associates finished the library's tax returns at a lower cost than last year. They are serving as advisors to our bookkeeper. David Staszak made a motion to pay them \$300 quarterly as a retainer / consultant fee (seconded by Tiffany Van Etten). The motion passed. Managing payroll will be part of that consultant fee next year.

Personnel: No report. Jake will hire a high school student to do some basic shelving and sorting jobs this summer.

Governance: No report. Mike Beccaria sent all Board members the proposed changes to documents and requirements. They are to be reviewed by members. Voting on the changes is tabled until September's meeting.

Service: No report.

Membership and Outreach: Cheryl Joyce reported that \$29,600 has already been raised in donations as a result of the mailing last month. A suggestion was made to have a donor wall, mounted in the Cantwell Room, with plaques on it recognizing sizable donations. A thank you letter will be sent to generous donors, signed by all the Trustees.

Old Business: None.

New Business: None.

Adjournment: A motion to adjourn was made by Aurora, seconded by Beryl. The motion passed. The meeting was adjourned at 6:15 p.m.

Future Meeting Dates:

September 13, 2023

October 11, 2023

November 8, 2023

Beryl Szwed, Secretary
June 19, 2023