

Saranac Lake Free Library
Board Meeting Agenda
January 24, 2024
4:45PM

Present: David Staszak, Libby Clark, Beryl Szwed, Jake Widrick, Aurora Pfaff, Kenzie Marine, Tiffany Van Etten, Mackenzie Davison, Andrew Kelly, Angela Bates, Wendy Austin, Jodi Rossi, Christina Lawrence

- Meeting called to order: 5:11 PM by M. Davison.
- Approval of the minutes from the November 2023 meeting
 - A. Pfaff motioned to approve minutes as presented, B. Szwed seconded. All in favor.
- Period of Public Expression
 - There were no comments from the public. .
- Board Member Introductions
 - Each member introduced themselves.
- Director's Report
 - J. Widrick presented the Director's Report, highlights of which included:
 - Biggest successes are in programming.
 - Chair Yoga has been a resounding success to the point where a second session has been launched.
 - Additional money built into the programming is going to allow us to increase programs and bring in some outside speakers.
 - NYS Library Handbook for Trustees has just been revised, it's a good reference.
- Committee Reports
 - M. Davison reviewed the listed committees and their functions with the group.
 - Building & Grounds
 - C. Lawrence noted that this committee meets only when work is needed. The committee intends to apply for grants for any projects. C. Lawrence, A. Pfaff and W. Austin are still on the committee, leaving one opening.
 - Finance
 - C. Lawrence is the outgoing Chair of this committee, D. Staszak and A. Bates are current members.
 - Personnel
 - Current members are T. VanEtten and C. Lawrence. A. Richardson had been chair, T. VanEtten is willing to be Chair going forward.
 - Governance
 - Current members are M. Davison and W. Austin. M. Beccaria had been Chair, and M. Davison is willing to take over as chair. She'd like L. Clark to be part of that committee with her experience
 - Service
 - Current members are D. Staszak, T. VanEtten, B. Szwed and M. Davison. B. Szwed volunteered to take over as Chair.

- Membership & Outreach

Current members are B. Szwed, A. Bates and A. Pfaff. A. Pfaff noted that previous members of this committee often scheduled activities and meetings during times that didn't work for those that are working full time. Going forward we are hopeful accommodations can be made for that.

We will finalize membership of these committees via email. B. Szwed requested a copy of the committee descriptions M. Davison. and J. Widrick will pull this together and send it out to everyone.

- Old Business

No old business presented.

- New Business

- 2024 Proposed Meeting Schedule

M. Davison reviewed the proposed schedule with the group. C. Lawrence motioned to approve the meeting schedule as presented. T. VanEtten seconded.. All in favor.

Action: 2024 Meeting Schedule approved as presented.

- Tax Levy request was discussed, highlights of which included:

- J. Widrick noted that we have been fortunate to do a tremendous amount of fundraising to help fill the funding gap. The tax levy we received left approximately \$120K to fundraise. We've asked for progressively larger increases over the last 4-5 years. We are in a community that overwhelmingly supports this library, and the increases are easily passed by voters each year.
- At the last couple of meetings, we had discussed requesting another large increase this year. If the voters elect not to approve the tax levy, we will be funded at the previous year's rate. J. Widrick will be at the March School Board meeting to speak about our request. The goal is for the public to understand the amount it actually takes to fund the library and all its programs. This will be the last time we would request a larger increase. In the last year we have increased operating hours, opened the Cantwell Room up for public use and increased programming.
- D. Staszak motioned to approve a request for 25% increase to our tax levy funding. B. Szwed seconded. All in favor.
Action: Saranac Lake Free Library will request a 25% increase to our tax levy funding for 2024.

- Check Signer Approval – Director, President, Treasurer

This was done during the Annual Meeting.

- Conflict of Interest Policy

M. Davison asked new members to be sure to sign this form and return them to J. Widrick

- Committee Membership Discussion

See discussion above. M. Davison asked members to reach out to her with any interest they might have in any of the committees.

- Trustee Training Requirements 2024
Board members will get reminders throughout the year from J. Widrick
- Google Drive Access and SLFL Policies
New members will get an email from J. Widrick tomorrow with access to Google Drive.
- Employee Handbook - In the changes A. Richardson made to the handbook over the last year PTO was implemented with Vacation, Sick, etc. Staff has expressed concern that if their schedule is Tuesday through Saturday and holidays are on a Monday, they feel penalized. When calculations were made, it was taken into account that they would be missing out on holidays, but when one of those employees elected to change his schedule to Monday through Friday the the time allotment wasn't adjusted back down. A. Kelly motioned to have the Personnel Committee review this more closely and bring back recommendation to Board. J. Rossi seconded and also volunteered to join the Personnel Committee. All in favor.

Adjournment: C. Lawrence motioned to adjourn the meeting. A. Kelly seconded. All in favor.

Meeting adjourned 6:28 PM

Future Meetings (assuming 2024 schedule is approved):

- March 13, 2024
- May 8, 2024
- June 12, 2024
- September 11, 2024
- October 9, 2024
- November 13, 2024