



**SARANAC LAKE FREE LIBRARY BOARD MEETING**  
**May 10, 2023**  
**Cantwell Room**

**Trustees Present:**

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

Angela Bates  
Jesse Jakobe  
David Staszak

Mackenzie Davidson  
Amy Richardson

**Absent:** Wendy Austin, Aurora Wheeler-Pfaff, Tiffany Van Etten

**Also Present:** Jacob Widrick, Library Director

**Call to Order:** by Mike Becaria at 5:15 pm.

**Agenda Approval:** Motion by Mike Beccaria to approve the amended agenda, seconded by Cheryl Joyce. Motion passed.

**Approval of the Minutes from the March 8, 2023 meeting:** Amy Richardson moved to accept the minutes, seconded by Angela Bates. Motion passed.

**Period of Public Expression:** No Comments.

**Committee Reports:**

**Buildings & Grounds:** Christina Lawrence reported that a meeting was held last week with Dan Montroy and APEX to discuss the timeline for work. The whole project will be completed in two weeks, weather pending. An issue with the vents and heat from welding set off the fire alarms last week. The Solar Panel funding decision will be tabled until June. Window replacement will be delayed until the grant is approved. This project was approved last year, so funds will be withdrawn as needed. Jake will notify the Board when this is done.

**Finance:** Christina reported that the committee hasn't met yet. She presented the budget vs. expenses report showing activity through April 2023. The February Book Sale generated more than expected in donations. Someone is needed to run next February's Sale; that person can shadow Roy this summer. Activity in our funds is performing better than was expected. The new tax levy is not reflected in these reports—that is a question for the accountants managing it.

**Personnel:** Amy Richardson reported that a retirement account was established for employees of the library. The committee compared the benefits of a 403-B vs. a SIMPLE IRA at a meeting held April 25, 2023. The committee recommended and the board agreed that the SIMPLE IRA was preferred because it offered more for less. Jake and Amy will meet with the Janney representative to set up the plans.

**Governance:** Mike Beccaria requested all committees submit a description of their responsibilities, a timeline of their meetings, and goals to be accomplished. All of these have been received. The committee will review them and present the information to the entire Board. Mike also asked each board member to suggest a new person to sit on the next board, since the terms of five members will expire in 2024. The qualifications for serving on the Board are having the skills ( Architecture, HR, Law, Non-profit BOT Maintenance, or Non-profit Board Governance) and a desire to serve; and to have a library card, or just contribute to the library.

**Service:** Jesse Jakobe reported that the committee met in March and reviewed the Bylaws. The current document doesn't have key items referring to this committee, so Jesse will edit it and send to the committee members for review.

**Membership and Outreach:** Cheryl Joyce reported that Amy, Jake, and Peggy met to compose a letter requesting donations. Volunteers will meet May 19<sup>th</sup> at 10:00 a.m. to stuff and stamp envelopes.

#### **Director's Report:**

\*Jake Widrick, Library Director, encouraged all Board members to vote on the budget with the Library levy next Tuesday, May 16<sup>th</sup> at the High School, from 7:00 a.m. to 8:00 p.m.

\*A new phone system was installed in the building, ADK Text, which is more efficient and costs less.

\*Mike Stender will repair the outside railing on the front steps next week.

\*Jake will check back on the timeline for the installation of the windows. The notice of the grant award should come in June, but the funds will not be released until the fall. This will be discussed at the June. 14<sup>th</sup> meeting.

\*Jake proposed increasing the hours of operation starting in June, pending the passage of the budget. Amy made a motion ( Cheryl seconded) to change the library hours as follows: Monday-Friday: 10:00 a.m. – 6:00 p.m.; Saturdays: 10:00 a.m.-2:00 p.m. The motion passed.

\*The voice message on the phone will be changed to reflect these new hours.

\*The Library recently hosted the APA Conference in partnership with the Hotel Saranac. Close to 90 participants used the Cantwell Room for sessions during the day. It was uncomfortably warm since there is no climate control in that room. Jake suggested purchasing units for the Cantwell Room and upstairs; he will apply for a Library grant for funding.

\*He gave an update on Emma—she’s doing a great job soliciting art works from local artists for display in the Cantwell Room and Library.

\*The first Lego Club met in the Cantwell Room just before the Board Meeting; the group will continue through the summer.

\*The 2<sup>nd</sup> grade class from St. Bernard’s had a “Book Release” party.

\*There will be mandatory trustee training through on-line webinars. The links are in the written Director’s Report. Jake will check into training in sexual harassment for trustees-is it required?

\*Jake praised the library staff for attending workshops in various specialties.

**Old Business:**

\*Governance: see report above concerning review of Bylaws and feedback to committee chairs

**New Business:**

\***Retirement Planning:** Amy gave further information about the different plans to be offered to employees. Janney can manage the fund; they will inform employees/employers and implement the plan. Money has already been set aside for a retirement account. Jake will poll of the staff and the Board will decide at the next meeting.

\* Janney will give a full explanation of the selected retirement plan in a live presentation at the September Board meeting.

\*Cheryl made a motion( Angie seconded) to offer the staff an IRA of up to 3% cost to the Library, based on their preference. The motion passed.

**Adjournment:** A motion to adjourn was made by Angie, seconded by McKenzie. The motion passed. The meeting was adjourned at 6:20 p.m.

**Future Meeting Dates:**

June 14, 2023

September 13, 2023

October 11, 2023

November 8, 2023

May 24, 2023