



SARANAC LAKE FREE LIBRARY BOARD MEETING
January 25, 2023
Zoom Format

Trustees Present:

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

Wendy Austin
Angela Bates
Mackenzie Davidson
Jessica Jakobe

Amy Richardson
David Staszak
Tiffany Van Etten
Aurora Wheeler-Pfaff

Also Present:

Jacob Widrick, Library Director

Peter Benson

Call to Order by Mike Becaria at 4:56 pm.

Agenda Approval: Motion by Beryl Szwed, seconded by Amy Richardson. Motion passed.

Introduction of and Welcome Current and New Board Members: All Board members gave a brief description of themselves and interests in serving on the Board.

Approval of the Minutes from the November 16, 2022 meeting: Cheryl Joyce moved, Angela Bates seconded. Motion passed.

Period of Public Expression: No Comments.

Conflict of Interest Policy: Jake reminded the trustees that they must sign off on it each year.

Approval of the 2023 Check Signers: A motion to verify the officers and Library Director as official signers on the accounts was made by Amy Richardson, seconded by Cheryl Joyce. The motion passed. The following will be the official check signers: Jacob Widrick, Michael Baccaria, Christina Lawrence, Cheryl Joyce, and Beryl Szwed. All of them must sign official paperwork by February 3, 2023.

Director's Report: Jake presented a written and oral report at the Annual Meeting, held just prior to this. It is included, and he summarized:

- *The online portal for reporting to NYS will open soon; trustees need to review it
- *The local library will be using the Horizon system, with Betsy and Michelle getting refresher training
- *Building updates included plumbing issues repaired, elevator maintenance completed and inspected by a 3rd party, minor repairs scheduled for the future, upcoming fire inspection, trees outside causing a leaky roof, success of the mini book sale.
- *The Winter Carnival Book Sale will run from February 8 (Members' night, 6-8 pm) through Saturday's parade day (10am-5pm daily)
- *Members may subscribe to Book Page at the Front Desk
- *Betsy Davison will start at the SLFL on February 6, filling in for Jenny. She has a Master's in Library Science with experience at the Cortland Library

Committee Reports:

Membership & Outreach: No report.

Buildings & Grounds: Christina reported that they are starting the grant process of repairing the roof in the spring, with the official notice of the award coming in the summer. Dean has guaranteed the roof repairs for 10 years, with the materials lasting for 25 years.

Governance: Currently there is no Chair. Amy explained the vital role of the committee, to do outreach for new trustees and conduct the nominations for new officers.

Service: Jake met with Linda Ferraro at the Saranac Lake Adult Center about coordinating book delivery with Meals on Wheels recipients. They will rethink the approach.

Finance: The new system for payroll was implemented, a local business called PayChecks will compile the W-2 forms and the quarterly reports next year; this year those reports came from QuickBooks.

Personnel: Amy complemented the great group of personnel in the library.

Committee Membership: Mike filled the position of Governance Committee Chair. Other members filled vacancies on committees for 2023, as listed on the attached Committee Assignments. Cheryl moved to approve the committee changes, Beryl seconded. The motion passed. Mike asked each committee to make a timeline/calendar and list of goals at their first meeting. This should be ready by the March 8th meeting. Beryl suggested an end-of-year report with goals, achievements, and recommendations.

2023 Board Meeting Schedule: Meetings will now be held the 2nd Wednesday of the month at 5:15pm. Meetings are scheduled for March 8, May 10, June 14, September 13, October 11, and

November 8, 2023. Amy made a motion to approve the schedule, Mackenzie Davison seconded it. The motion passed.

All documents will now be found on Google docs.

New Business:

*Amy requested a motion to retroactively approve acquisition of a library credit card through Community Bank, with a credit limit of \$15,500, to be paid in full monthly. This was done to prevent the risk of fraud or hacking and to provide more specific banking records of purchases. It would be better protected than the previous debit card. Tiffany VanEtten made the motion, McKenzie seconded. The motion passed.

*Jake will meet with the SLCS administrators and school board about increasing the Tax Levy. The General operating budget is approximately \$500,000, covered by a taxpayer-approved supplement of \$356,000, donations, book sales, and some from the library's endowment. Previous tax levies were 2019-12%; 2020-8%; and 2021-12%. The amount proposed for 2024 by SLFL is 15 (about \$40,000. With this increase, the library could increase its hours of operation, install a new WIFI link for the printers, update the computers, add programs by paying experts and performers, make the Cantwell Room open to groups without charging, If the request is denied, NYS Education Law provides for the same funding as the previous year.

Jake recommended the following motion (made by Mackenzie, seconded by Tiffany): The SLFL requests a 15% increase to the tax levy (\$409,506) to the 2023-2024 SLCS Budget. The motion passed.

Old Business:

Mike thanked Jake and his staff for the wonderful service they offer to patrons.

Adjournment: A motion to adjourn was made by Angie, seconded by Amy. The motion passed. The meeting was adjourned at 6:24 pm.