

SARANAC LAKE FREE LIBRARY MEETING MINUTES SEPTEMBER 13, 2023

Present: Tiffany, Amy, Jake, Mackenzie, Wendy, Aurora, Mike, Christina L.

Absent: Beryl, Dave, Cheryl Joyce, Angela

Mike B. called meeting to order at 5:16

Approve meetings from June, Motion Amy, seconded by Tiffany

Period of Public Expression:

- No public present for comment

Director's Report

- Book sale was very successful, almost \$8,000 was raised
 - Bake sale raised over \$1,000
- Old books have been shredded for recyclable materials
- Jake would like to purchase gift cards for two volunteers that have gone above and beyond. Will use funds outside the library budget.
- Mackenzie mentioned a service called "More than Words"
- Next Library Grants submitted at the end of August for new 1)LED lights and 2)Air Conditioner for Cantwell Room and Reference Room/Greeting Area. 3) hybrid meeting capability for Cantwell Room.
- Trustee trainings should be reported to Jake
- Permit secured for solar plans
- One half of the wobbly railing has been fixed on the front entrance for the library.
- Jonah McDonnell proposed a drum circle, African Dance, Tea and Aroma Therapy for early evening hours for the working population.
- Jason and Emma will be attending a NYLA library conference in November in Saratoga

Buildings and Grounds

- Yearly maintenance agreement with Dean Montroy roofing company to check on roof drainage.
- Roof was replaced with white that has significantly reduced the temperature upstairs. Roof was previously black

Finance Committee

- Big donations/unsolicited gifts..One was \$25,000, another for \$10,000 and a \$5,000 donation

Treasurer Report

- Expected upcoming expenses.
- Two new computers ordered for two staff members
- Jake would like to build a new website. (\$5,000) projected cost
- 2023 carried over the levy that we received in November of 2022.
- 2023-24 trying not to rely heavily on fundraising. Need to invest strongly on programming (increase in budget). Increasing the programming budget allows for more speakers and presenters. Looking into getting an author one time monthly.
- Mike B. suggested looking at the advertising budget. Jake may increase
- Budget will be approved in November.
- Tax property cap has to be submitted/ that will be voted

Personnel

- Submit Directors Review form by September 15th, there will then be a personnel meeting to decide on salary increase.
- October meeting/executive session to discuss salary increase/voted on at November meeting.
- Amy will go over the review with Jake and decision regarding salary.

Governance

- Have met several times/looked at handbook changes
- Had committees look at handbook descriptions committee formation all changed for handbook, Article 5
 - Mackenzie motion to approve changes/updates to handbook, Amy second
- Article 6 and Article 3, Subsection 4: related to trustees to years of services
 - Term has been changed from five to three years. Retiring trustees may be offered an additional one to three year term.
- Expression of interest letter for new board members. On the 18th names are due from board members. Letters of Interest will then be sent to those names.

Service

- No new updates

Membership/Outreach

- Fall membership drive, Jake is going to check with Cherly. Letter typically goes out in November.

Old Business

- No updates

New Business

- No updates

Policies: Board voted on the following,

- Employee reimbursement
 - Motion Mike
 - Amy seconded
- private groups renting space policy
 - Jake suggested to private groups outside of library operating times.
 - Fee structure for private groups vs. non-for private
 - May be cleaning fee/refundable deposit
 - Groups can bring in alcohol if approved by Jake
 - Change language at the sole discretion of the director.
 - Jake will also add language about garbage removal
 - Mackenzie made motion
 - Amy seconded
- Amy requested to get review forms in by the 15th of September.

Mike made motion to close meeting

Amy seconded.