

## September 11th, 5:15 pm

Present: Mackenzie Davison, Beryl Szwed, Wendy Austin, Angela Bates, Jake Widrick, Christina Lawrence, Andrew Kelly, Libby Clark, Tracey Henderson

- Meeting call to order
  - The meeting was called to order by M. Davison at 5:16 PM.
- Approval of the minutes from the June 12th meeting: A. Kelly motioned to approve the minutes C. Lawrence seconded. All in favor. Minutes accepted as presented.
- Period of Public Expression
  - J. Widrick introduced David Chooch, the gentleman who takes care of the library lawn, snow removal in winter, and was instrumental in our most recent book sale. He will most likely be the person who will take lead on the book sale going forward.
- Director's Report
  - J. Widrick reviewed the directors report with the group, highlights of which included:
    - Review of the new A/V system that has been installed, as well as the rest of the work completed by Smith & Stender. They have a couple of punch list items left, which they are working on as time permits.
    - The most recent billing from National Grid indicates that the solar panels have potentially reduced the electricity by approximately \$200 from the same time period last year.
    - Maintenance issue occurred during breakdown from the August book sale. The elevator doors stayed open a little longer than normal due to a hand-truck spill. It required a reset which cost \$2,400.
    - Fibrary Part 2 is coming in November - the fiber arts display that we had last year which up until now had been the most successful installation we've had in the Cantwell Room.
    - Standing pay what you want book sale in the Cantwell hallway has made about \$500 throughout the year.
    - There may be a place to discard used library books to be used for arts and crafts projects in the school district.
    - A couple of large expenses before the end of the year, including new office chairs for staff, a dumpster will be needed to offload some of the other things that have accumulated over time. L. Clark will investigate what days electronics can be disposed of at the Lake Clear transfer station. B. Szwed suggested that the Service Committee put together policies on retention of periodicals, disposal of furniture, etc.
    - Rather than a book sale during Winter Carnival, there will be a week's worth of programming and events.
    - Literacy volunteers have been working with a number of clients over the last year/18 months, they are looking for volunteers to join their Board. They are located in Plattsburgh and do require some on site training.

- NYS Council of the Arts grant for a writer in residence at the library has been applied for. The awards are expected to be announced in November. The same writer applied for a Pearsall grant for a 'Zine project regarding the housing crisis in the Adirondacks.
- Mike Williams has looked at the stair project and will get it on his schedule in the fall. C. Lawrence suggested J. Widrick ask him about the handrail repairs for the front entrance as well.
- Committee Reports
  - Building & Grounds - No update.
  - Finance - No update outside of what was provided in the director's report.
  - Personnel - No update.
  - Governance
    - Please forward candidates to Mackenzie & Jake before October meeting. The goal is to have candidates before the next meeting. There are a couple of candidates from last year that we can circle back on. Those of us who are cycling off this year, can elect to stay on an additional year or the full three year term. Some good candidates would potentially have accounting/finance, legal, or architecture background.
    - There will be a Governance Committee meeting before the October Board meeting.
  - Service - B. Szwed noted that there do not seem to be any gaps in the service that the library is providing, but welcomed any areas that are not being served.
  - Membership & Outreach
    - Share out of discussion and survey plans - L. Clark reported that at the meeting last week they discussed what membership for the library means and looks like. A survey will go out to all the patrons regarding membership, what it means to them, whether they give, or whether they consider their end of year gift as being toward membership. A program would have its own implications on staff time, and budget. A draft of questions has been sent to the committee for review to become an electronic survey so people who are coming into the library can take the survey, but also a QR code can be added to the membership drive letter.
- Old Business
  - Don't forget about annual trainings
- New Business
  - Bench donation and installation in memory of Roy Rosenbarker: A patron would like to donate a bench to the library with a nice plaque in memory of Roy Rosenbarker. If we elect to do both the David Woodward sculpture and a bench a walk through will need to be done to decide placement as well as bench size.

- Group discussed at length the need for signage to include all of the features and displays that are contained within the library, as well as other ways to draw attention to the library through tourism advertising. The Service Committee will convene a meeting to discuss these possibilities.
- Tree Removal Proposal - A neighbor on Woodruff Street reached out regarding a number of trees that are causing issues for them and for the Library. The neighbor reached out to Jason Smith and is willing to split the cost. For that tree maintenance as well as the issue with the Maple at the front of the building the cost would be approximately \$1800. There is room in the budget to cover the cost.
- Adjournment
  - A. Bates motioned to adjourn, L. Clark seconded. All in favor.

Meeting adjourned at 6:40PM