

2025-11-12

Present: Mackenzie Davison, Andy Kelly, Dave Staszak, Jodi Rossi, Christina Lawrence, Tracey Henderson, Wendy Austin, Mikayla Ploof, Libby Clark, Jake Widrick

Absent: Jessica Kemp, Carolyn Koester, Aurora Pfaff, Kenzie Marine

Meeting called to order at 5:15 pm

Approve minutes from September meeting

- 1st: Jodi Rossi
- 2nd: Christina
- No discussion
- Vote, unanimous, motion passes

Thank you to Wendy and Christina for your service on the Board.

Period of public expression

* Loraine: expressed excitement about getting involved.

Jake Director's report

- See written report for details
 - Update on book vendor situation: Baker & Taylor shutting down
 - No pending orders after Oct., 150 back-ordered titles
 - Ingram as replacement, not yet set up.
 - Updates gone out to patrons.
 - CE opportunities for board members
 - Fire Department donated the Nox box. as "annual donation to the library.
 - Circulated our first sewing machine.
 - Beginning sewing classes in new year.
 - AARP group from Tupper Lake, free tax help, no funding to do our locations.
 - NYS gave some free tax help in past years.
 - Ongoing programming:
 - 3rd yearly fi-brary exhibit. upstairs yarnbombing
 - Spinner-ondackers

- Staffing hours shift, ADK research room closes a bit earlier
- Circulation looks good.
- Drop in foot traffic this year. 80k last year, 10-12k less this year.
 - Will be looking at that decline as part of long-range planning

*** Committee Reports:**

*** B & G:**

- Christina Lawrence & Jake Widrick:
 - Oct, walk through of building and exterior, a few ongoing projects:
 - Walkway lights.
 - Children's room working on switching out lightbulbs.
 - Some projects pending waiting for Christmas break or spring. week of Dec 8th, Cantwell room closed to replace carpet for in-floor electrical.
 - Young Lion: carpet squares Dec 15th and 16th to do carpet in Cantwell Room.
 - Will move or delay programs for those periods.
 - Replace some ceiling tiles upstairs, spray foam Christmas and new year Monday 29th through Friday, possibly as long as Jan 5th, have to deconstruct roof bed and tiles.
 - People will be able to give holds and some other book delivery, will be similar to COVID-era service model.
 - Boiler turned on for the first time since March and didn't work. Hyde worked on it, Smith & Stender were able to fix it.

*** Finance Committee**

- Tracy Henderson:
 - Internal Audit results, lots in there. a few larger issues to address.
 - Motion to close 2nd savings account previously used
 - Mack, 1st
 - 2nd Mikayla
 - Discussion: No transactions recently. Tracey: had been used for earmarked funds, done differently now through accounting.
 - Vote, unanimous, motion carries
 - Policy changes Jake is working on

- Such as not a good process for handling cash, will be counted in and out and box locked.
- Adopting improved best practices on this.
- Audit pointed out that there had been library staff using library space in off-hours. Opens library up to possible risk and liability.
- New policy about arming system at close and have people not arrive earlier.
- Staff will have same opportunity to use Cantwell room at no fee
- Some orgs hire external auditor, discussion about this:
 - Dave: could have a review, instead of an audit, might be less expensive
 - Planning to continue Internal Audit and check on compliance.
 - Not required to get an audit, can't be audited.
 - Dave suggests we look at pricing.
 - Internal transaction audit last year -- fairly good checks and balances with evidence of a paper trail for transactions.
- Formal policy for purchasing.
 - A draft of that policy is in Google Drive.
 - This policy is largely a codification of best practices such as getting multiple quotes for large projects.
 - Small section missing, Mack will make changes and will review further at next meeting.
- Tracy: Do we have a process to make sure library insurance coverage is adequate to cover buildings and materials etc.? Will follow up on this next time after Jake gathers some information

* Personnel

- Jodie: stipend for Medicare Part B, stipend in paycheck, taxable for employee.
 - See document for details. Draft Personnel Medicare Part B
 - Replaces employees' eligibility for group health insurance.

- 3 people moving onto Medicare Part B
- Voluntary health coverage for spouses and domestic partners
- Library would cover 50% of premium
- Insurance through Chamber of Commerce
- Likely limited interest from eligible folks but this improves benefits to staff
- This benefit seems to be uncommon
- No questions or comments

* Governance

- Mackenzie
 - Aurora is renewing for another term
 - 2 new people to propose for 2026 board membership
 - Lorraine Fielder
 - Stephanie Sears
 - Mackenzie motion to approve
 - 2nd Christina
 - Discussion, Mack comment: very excited to have this additional experience joining the board.

* **the motion carries**

- Discussion for officers for next year.
 - No people who are officers are leaving.
 - Likely continue slate of officers.
 - Mack asked folks to think about joining committees or as officers if they would like to before the January meeting.

* Service

- Nothing to report

* Membership and outreach

- Libby, Mack, Jake
 - Great letter written by Jake and Mack in fundraising appeal
 - Peggy and Mary stuffed a great many envelopes
 - Letters mailed

Old Business

- None

New Business

- Any questions about the budget?
 - Jake feels amounts in budget for staff are adequately funded
 - Budgeted 9-10k from investment accounts forecasted, less than 1% of funds.
 - At least 4% COLA for staff with additional funds for merit.
 - Includes 3hrs / week for high school student
 - Discussion of operating funds for next FY being deposited into CD with Long Run for additional return
- A motion to approve Medicaid and Domestic Partner policies to employee handbook from Personnel presentation is made by Mackenzie
 - 2nd Makayla
 - No further discussion, vote, unanimous, motion carries
- A motion to add building access language to Employee Handbook made by Mack from Finance presentation
 - 2nd from Tracy
 - No further discussion, vote, unanimous, motion carries
- Strategic Planning is a goal for Jake in upcoming year, would be good to have consultant come in to hire. may be good to do this in Jan. drafts for Mission and Vision Statements.
- Tracy: IT security training might be good to do in the future.

Motion to end the meeting, Mikayla Ploof

- 2nd by Wendy
- No discussion, unanimous, motion carries

Moving to Executive Session

- Move to executive session to discuss annual review of director conducted by Personnel committee

- o Close executive session

Meeting concluded 6:44 PM