

**Saranac Lake Free Library  
Board Meeting Minutes  
January 29, 2025 5:15 pm**

**Present:** Mackenzie Davidson, Jake Widrick, Andrew Kelly, Mikayla Ploof, Wendy Austin, Christina Lawrence, Aurora Pfaff, Tracey Henderson, Dave Staszak, Carolyn Koestner, Jess Kemp, Jodi Rossi

**Absent:** Kenzie Marine, Libby Clark

- Called to order at 5:24 p.m.
- Christina made a motion to approve the minutes from the previous meeting; Tracey seconded.
  - All voted in favor
- Mack reviewed the traditional format of meetings, for the benefit of new members
- Jake presented his January director's report
  - Document added to the meeting folder which is of interest:
    - Memo from attorney on behalf of ESLN regarding potential impact of Presidential Executive Orders. Jake reviewed potential issues the staff could face, such as requests for records from law enforcement
  - Trustee training reminder; 2 hours required annually
  - Radiator leak; was fixed quickly.
  - Regular maintenance scheduled, including:
    - Chimney cleaners upcoming
    - New cleaner has started
  - Rivertrail Brewing shot a promo featuring their Treasure Island beer and historic first editions in the Adirondack Research Room
  - New writer-in-residence, Sophie Morelli, is at work on planning spring projects and programming. The
  - Positive response (sign-ups) for Winter Carnival Karaoke Contest, Thursday, Feb. 6.
    - Other programming during Carnival: kids movies, community yoga, book talk.
- Committee Reports
  - Buildings & Grounds: No news to report
  - Finance: Dave has helped Mary with a few QuickBooks issues, Tracey and Jake will meet to review the Treasurer duties
  - Personnel: No news or policy changes to report. Needs a chair.
  - Governance: New trustees; Jake's performance review and 2025 strategic plan. Cmte needs a chair.
  - Service: Needs a chair

- Membership & Outreach: Libby will be providing the results of the recent membership survey
- Old Business: None
- New Business:
  - Proposed meeting schedule for 2025 was reviewed and revised
    - Christina made a motion to approve, Jodi seconded
    - All voted in favor
  - Holiday Schedule
    - Jake proposed being closed Thursday-Saturday for Thanksgiving. Last year's numbers indicated this would not be a hardship for patrons
  - Tax Levy Adoption
    - Request will be reviewed in future meetings; public vote is in May
  - Check Signer Approval: Add Tracey, remove Dave
    - Jodi made a motion to approve, Christina seconded
    - All voted in favor
  - Conflict of Interest Policy Form
    - Reminder for new trustees to return completed form to Jake
  - Committee Membership Discussion
    - Mikayla joined the Finance and Membership & Outreach Committees
    - Jodi volunteered to serve as Chair of the Personnel Committee
    - Aurora joined the Service Committee
    - Jess joined the Governance Committee
    - Carolyn joined the Personnel Committee
  - Mack and Jake reviewed the shared Google Drive
- Mack noted that the board had met all of the points of the agenda, thus the meeting was adjourned at 6:04 p.m.