

# **Saranac Lake Free Library**

## **Board Meeting Agenda**

### **5:15 PM, March 12, 2025**

**Present:** Mackenzie Davidson, Jake Widrick, Mikayla Ploof, Wendy Austin, Tracey Henderson, Carolyn Koestner, Jess Kemp, Kenzie Marine, Jodi Rossi

**Absent:** Aurora Pfaff, Libby Clark, Christina Lawrence

- Mackenzie Davison called the meeting to order at 5:15 p.m.
- Jodi Rossi moved to approve the minutes from the previous meeting. Mikayla Ploof seconded the motion.
  - The motion passed 8-0-0.
- No public comment was made during the Period of Public Expression.
- Jake presented his March 2025 director's report.
  - **Facilities Updates:**
    - The library has a new UV filter as of late February.
    - Some regular boiler maintenance was performed at the end of January.

While there, Hyde identified some erosion and chimney issues. Not completing repairs could lead to inefficiencies and safety hazards. Hyde recommended a vendor, Sootbusters Chimney Services LLC, to complete repair. Sootbusters Chimney Services LLC presented quotes to Jake which he passed on to the Building & Grounds committee. Jake will share pictures when they become available.

      - \$14k quote encompasses all recommended work with brick and mortar
      - \$7k quote replaces brick and mortar with a chimney cap
    - Jake noted that repair work is not usually funded by New York State, but he will include the chimney quote in his application under renovations or replacements.
    - Other facility projects include bolstering outdoor lighting and other exterior work. Jake will get a quote from Smith & Stender prior to completing the funding application.
    - The SLFL Board expressed a desire to collect other quotes prior to signing with any one contractor.
    - There is a new fish tank! This large tank is the biggest draw for kids when they arrive at the library. The fish seem happy.

- The SLFL's ILS server was moved to Polarix (previously from North Country Community College).
- Winter Carnival events were successful! All the tech worked and the karaoke had a large turnout. Several movies were shown throughout the week with varying levels of attendance.
- **Upcoming Events:**
  - The library will be hosting:
    - free tax help
    - evening yoga classes (Tuesdays only)
    - a new art show called "Into the Forest I go" by Anne Stowers
  - A drag story hour in June is in discussion, but Jake is still working through costs and logistics. He will keep the board updated.
    - The board noted that, considering the macro socio-political environment, there should be contingency safety plans in place for performers, patrons, and staff.
- Committee Reports
  - Building & Grounds
    - Updates were provided in the Director's Report. Please see above for details.
  - Finance
    - Tracey met with the Finance Committee on March 11, 2025.
    - The committee's goals include reviewing the library's investment policy and strategy.
    - **Janey Update:** Ray, the board's financial advisor, is leaving Janey. This leaves the board in a position to stay with Janey, follow the financial advisor, or explore other investment firms (Rockefeller and Long Run were mentioned). The committee hopes to have a recommendation about next steps ahead of the May board meeting.
    - Tracey conducted the SLFL's yearly transaction audit with the SLFL bookkeeper. There were 40 samples, which passed internal audit. Tracey noted that most expenses are monthly and SLFL does use a credit card with appropriate oversight.
    - Mackenzie noted that the committee does expect increased energy costs in 2025.
  - Personnel
    - Nothing to report.
  - Governance
    - Nothing to report.

- Service
  - Nothing to report.
- Membership & Outreach
  - The committee did not meet, but the Board reviewed the library's most recent membership survey.
    - Only 9 out of 800 members responded to the survey, which is about a 1% response rate.
  - Mackenzie noted that Libby had some ideas about membership and engagement which can be discussed in detail in the future.
- Old Business
  - **Tax Levy Adoption:** The tax levy request made to the Saranac Lake Central School Board is due March 12, 2025.
    - The Board verbally agreed with — but did not vote on — a 4% tax increase, totaling \$532,370.80. Tracey sent this number to the SLCS Board.
    - The \$532k will cover most of the library's operating expenses. Fundraising and grants have helped cover the rest of the operating expenses in the past.
    - The tax levy will be presented in dollars on the ballot meaning the 4% increase will not be explicitly stated.
    - Jake will speak at the Saranac Lake Central School Board's next meeting to clarify that the public votes on the tax levy, not the school board.
- New Business
  - Review/approval of annual report to NYS
    - The 2024 NYS Annual Report has been submitted to the Clinton-Essex-Franklin Library System.
    - Jake highlighted that nearly 75% of the population is a cardholder (about 8,000 of 12,000).
    - The 2024 to 2025 change in accounting methods is reflected in the report.
  - Draft policies update/review
    - Some policies could not be located, so the SLFL is in need of some new and updated policies for the board to review.
    - Mackenzie noted a desire to spend some more time on the sexual harassment policy and disaster plans before approving.

- Carolyn suggested adding language to the disaster plan that outlines where necessary items are located in the library, and language about how and where to flip breakers off in the event of flooding.
  - The Board asked that a specific drill cadence be outlined (monthly, semi-annually, etc.)
- Jess reported that she brought up the library's desire for steps that lead to the Berkeley Green parking lot to the Saranac Lake Local Development Corporation. She can continue to act as liaison between the two groups.
- Mackenzie Davison noted that the board had met all of the points in the agenda, thus the meeting was adjourned without motion at 6:23 p.m.