

**Saranac Lake Free Library  
Board Meeting Minutes  
March 11th, 2026  
5:15 pm, Cantwell Room**

- Meeting called to order
  - Jake W., Andy K., Mackenzie D., Kenzie M., Jodi R., Tracey H., Carolyn K., Lorraine F., Stephanie S., Libby C. present
- Approval of the minutes from the January 28th, meeting
  - Minutes approval
    - Motion Jodi, Andy 2nd
    - No discussion
    - Unanimous approval
- Period of Public Expression
  - None
- Director's Report
  - Jake went through the bullet points of his report and pulled out a few important items:
    - Annual NYS report is delayed from State.
    - New Tupper Lake Free library director.
    - Handbook training reminders.
    - Large electric bill from energy use pricing/we are in line with others but it is a larger bill than usual. Electric supply fee spiked in the region to 25 cents compared to usual 10 cents. Discussion on options or possible reasons others might be aware of outside of Jake's research into regional. Northern Power & Lights as an option came up. Is there a catch about using solar, commercial, plus additional program options like NPL.
      - Lack of heat consistency in the Dickert Room & Staff area, seems to be an old oil burning furnace. We might ask Eric Stender to present to us about the heating systems in the future to the board.
      - Everything has been working properly for about a week now, in the future we would like to move away from this as a primary heat source, as a back up only.
    - Posed discussion question about the current DLD grant, Jake would like to recommend that we potentially adjust parts of the grant, Jake has amended language to clarify the fascia question they brought up and will hear back soon. Additionally the furniture in the Cantwell Room is falling apart. Jake

would like to put some options together for us to consider, likely will be \$10-12,000. There is so much new construction in this room that this could be considered for grant worthiness.

- Ingram book vendor is in practice now, replacing a vendor that ceased business.
- Email receipts available as a new option, could potentially due a receipt print as well.
- Two large donations, \$50,000 unrestricted grant from Vanguard, and \$34,000 from an estate. We are ahead in fundraising and giving so far this year.
- Ran through events, programming, and future ideas.
- Potential idea for an air kit for tires near the bike rack, potential future. construction grant money. Could add bike repair kit items to the library of things inside the library.
  - Carolyn mentioned remembering DEC possibly has grants to increase bike infrastructure.
- YOTO cards circulation began also in the children's collection. Stephanie brought this idea to the library and is working to help promote within the collection with stickers and brought up a discussion about how to get underserved children to access our materials and resources.
- Michele has put in her retirement notice to Jake for April 30th, Jake emailed the Personnel Committee a draft vacancy announcement. Michele is willing to help onboard a new person and stay part time as needed.
  - Asked the Personnel Committee to start an email thread with sharing feedback and ideas.
  - Goal to find someone for the middle of April or ASAP.
  - Discuss salary range, qualification requirements, with the committee as well.
  - Jake will get a list to Michele of things he might need before she retires.
- Committee Reports
  - Building & Grounds
    - Stefanie S. added to committee
  - Finance
  - Personnel
    - Lorraine F. added to committee
    - Charged with feedback for Michele's replacement
  - Governance
    - Lorraine F. added to committee
  - Service committee recharge
    - May meeting will be working meeting about this
  - Membership & Outreach
    - Libby C. and Mack D. brought up a member or donor giving awards for things like a button or sticker at an event. Bring up at the May working meeting. Is merch involved?
- Old Business

- New Business
  - Strategic planning outline from Jake
    - Two months now between now and the May meeting, Jake has put lots of examples and context into the March board packet folder materials. Examples of Lake Placid, Tupper Lake, Liverpool, Northern Onondaga.
    - Start email thread and asks for all trustees to review these materials between now and the May meeting.
  - Working meeting planning for May
    - Hard stop at an hour for the planning
    - Jake is making available in Docs for editing and comments
  - Employee Handbook Update to Staff Definitions
    - Personnel committee follow up, update language in the handbook for salaried employees range of hours per week for full time. Is this related to lunch pay time? Is lunch paid or unpaid on the book.
- Adjournment