

Saranac Lake Free Library
Board of Trustees
January 24, 2018
Minutes

Attending: Margot Gold; Kevin Laplante; Larry Johnson; Brian O'Connor; Franny Preston; Maureen Sayles; Audrey Schwartzberg; Pete Benson; Sarah Shoemaker (joining later); Melissa Kline (joining later)

New president Larry Johnson convened the meeting at 5:08.

Introductions were made when all attending trustees were present.

The December 18, 2017 minutes were accepted. Motion: Margot Gold; 2nd: Franny Preston; Vote: unanimous.

The Board accepts the 2018 CEF member library contract. Motion: Franny Preston; 2nd: Kevin Laplante. Vote: unanimous.

A question related to the contract item 3 was answered as prison library holdings may be acquired independent of the system.

Larry asked each member to complete the Conflict of Interest form in the meeting materials and return it to Pete.

The slate of officers and check signers were approved at the December 2017 meeting so no further action was required.

The line of credit in the amount of \$50,000 is active at the Community Bank. At this point, the library financial resources have not been moved to this institution nor has it been required.

SLCSD technology grant. Pete reported on a grant in which the Saranac Lake Central School District has invited the library to participate. The grant submission is due in February. The grant provides training to SLCSD students and parents on hardware and software used within the school district. The library will serve as another site for training. In kind contributions to the library include professional development training for interested library staff and potentially hardware. The training sessions will be scheduled primarily in the Cantwell Room for large groups and the Whitefield Tutoring Room for individuals and open to the public. The grant uses the train the trainer model for instructors. If funded, the one-year grant activity begins in July 2018 and concludes in June 2019. Pete reported that the staff is interested in the training.

Installation of new public access computers. Scheduled for Tuesday, January 30, new computers will be installed. Computer services will not be available that day. The public will be notified and referred to the North Country Community College library.

The **Winter Book Sale** is scheduled for February 8-10, under the direction of Gloria Drucker. There is no member preview night.

A **pending bequest** which named the library was discussed. Pete was contacted by an attorney who drafted the donor's will and was involved in the estate, asking that named beneficiaries agree to a particular interpretation of inclusion of one but not both properties associated with the estate. The donor had a close friend in Saranac Lake and visited over the past 15 years. There are two property parcels that may be part of the estate. As part of due diligence, Franny Preston will contact the attorney for a fair market appraisal of the property and a complete copy of the will. These materials will be shared with the Finance Committee. Thank you, Franny.

The **Code of Conduct amended to address service animals** is accepted as presented on 1.24.18. Motion: Maureen Sayles; 2nd: Franny Preston. Vote: unanimous.

Board Committee Structure. Larry outlined the four committees that are standing committees based on the bylaws, and the ad hoc committees that evolved from the development of the Strategic Plan.

- Larry has charged committee chairs to provide reports as he requests.
- Each committee will develop a brief description of its charge and submit it to the Governance Committee.
- Board members will review membership and join a committee, and Larry may ask members to join and/or chair committees.
- New board members will complete a skills inventory.

New member orientation will be conducted by Pete and Larry and is underway.

Strategic Plan updates. The current version of the Strategic Plan was provided in hard copy. Larry will provide an electronic copy to the Board. Updates of 2017 activity for several items were included in the package.

Governance Committee report was submitted to the Board.

Board agenda and materials for upcoming meetings. Larry has asked that items be made available 10 days before the meeting with materials submitted no later than the Wednesday before the meeting. This allows Pete to distribute the Board materials on the Friday before the meeting.

The Board adjourned at 6:07 pm. Motion: Franny Preston; 2nd: Kevin Laplante.

Upcoming Meetings: Membership: Monday, 1.29, 3:30 pm, Dickert Room
 Governance: Wed, 2.21, 3:30 pm
 Personnel: Mon, 3.1 10:30 pm

Next Board Meeting: Monday, February 26, 5:15 pm