

**Caldwell-Lake George Library**  
**Board of Trustees Meeting Special Meeting - July 31, 2020**

**Call to Order:** President L. Cocozzo called the meeting to order at 2:10 pm with the following members present: S. Dunn, T. Earl, J. Loonan, D. Marinelli. M. Seeger and D. Smith. Absent: L. Burrows.

**Approval of New Trustee:** *D.Marinelli moved and T. Earl seconded, to approve Margy Mannix to fill the remaining term of Sally Congdon who passed away. Motion carried. All approved.*

**Reason for Special Meeting:** D. Smith discussed how the personnel committee met with Pam Fazio on July 28<sup>th</sup> and learned that she is very frustrated that she can't find information to fulfill the day to day functions of the library. She feels she has been set-up to fail. We encouraged her to reach out to Barb. She did and Barb never returned her calls or email for the information she requested. An email was sent to the Trustees on July 30<sup>th</sup> from Pam resigning from the library as August 13<sup>th</sup>.

Trustees made a call to Sara Dallas (contact at SALS) to ask her advice on how to move forward. Sara reached out to two SALS staff members (Erica Freudenberger and Jill Ryder) who will be backup for Sue Hunter if she has questions. Sara will also post a job opening on several employment list-servers with the job description and pay scale for an experienced library assistant. D. Smith will email the job description to Sara. She is also going to help find an interim director (or two who would split the hrs.) to work 24-25 hrs per week

Several suggestions were given for possible directors if needed. Kim Wick, Trisha Biles and L. Bellows. Sara cautioned us on personnel and referred us to Dianne Winters at SALS who heads up the personnel dpt. M.Seeger will call her on August 3.

**Library Hours:** Until further notice the library will only be open Monday-Friday for curbside pickup only.

**Donation:** Received notice from Muller & Mannix law firm (letter attached to original minutes) that the library was named in Richard Willmen's will the we will be receiving \$1,000.

**Adjournment:** *L. Cocozzo moved and T.Earl seconded to adjourn the meeting at 3:45 pm*

Respectfully submitted, Mona Seeger, Secretary