

Caldwell-Lake George Library
Board of Trustees Meeting – November 20, 2020

Call to Order: President Laura Coccozza called the meeting to order at 9:05 am with the following members present T. Earl, J. Loonan, M. Mannix, P. Mannix, M. Seeger, and N. Stannard. Absent: D. Smith and D. Marinelli. Also present: Kim Brown, Friends, L. Burrows, Director and Sara Dallas, Director, SALS.

Approval of Agenda: ***MOTION: T. Earl moved and P. Mannix seconded to approve the November agenda as written. Unanimously approved.***

Approval of Minutes: ***MOTION: J. Loonan moved and L. Coccozza seconded to approve the October minutes as written. Unanimously approved.***

Treasurer's Report: Report attached to original. ***MOTION: M. Seeger moved and L. Coccozza seconded to approve Treasurer's Reports. Unanimously approved.***

Correspondence: Thank you note sent Anika Denise for her donation of Paddington and the Christmas Surprise, signed by the author. Thank you notes to the Lake George Community Garden Club for our wreath and FBLA at the high school for our snowman.

Director's Report: L. Burrows presented August Statistics. ***(Report attached to original)***

The Director highlighted the following:

- Pre-school children will not be coming in December or January. New director to be hired for school.
- Book Club postponing December meet. May reschedule in January.
- Paint night was successful with 10 people attending.
- Jessica has been doing a great job with updating all the social media platforms.
- Circulation has been steady. New books have been added to our collection.
- 13 new patrons added.

Pandemic moving forward: Director reported that the Board considers changing to curb-side from November 30th and reopening to our regular routine on December 14. Reasoning is the Thanksgiving holiday may cause an increase in COVID cases and the Board needs to keep the welfare of our staff safe. ***MOTION: L. Coccozza moved and T. Earl seconded to change to curb-side for the next two weeks. Unanimously approved.***

Pay Bills: ***T. Earl moved, and P. Mannix seconded to pay all bills. Unanimously approved.***

Building and Grounds: T. Earl reported the following (**Report attached to original**):

- The Town Buildings and Grounds crew will continue to clear our walks and steps. I've also asked that they keep the outside basement stairs cleared for emergency egress. They will also supply ice melt and it should be used sparingly.
- The Village DPW will continue to plow our back parking area when they plow Pine Point Lane.

Grant Committee: S. Hunter, Library Ass't reported that she is working on an ALA grant focusing on skills to better connect with our community and helping with our strategic planning.

Personnel: M. Seeger suggested that we table further discussion on snow day's policy and COVID policy as it pertains to salaries until the personnel committee can meet.

2021 Budget: The Town of Lake George has awarded the library \$74,700. This is 25% less than 2019. The Trustees are thankful for the funding.

SALS Director: Sara Dallas congratulated the trustees for all the work being done for the library and community during these trying times. She noted that the SALS budget has been cut by 22.6%. Two long term staff members have retired and will not be replaced immediately. JA team is staying and service SALS libraries.

Old Business: ***MOTION: J. Loonan moved, M. Mannix seconded to approve the amendment to the bylaws as stated below. Unanimously approved.***

- 9 B. Bylaws Amendment:** Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a simple majority of the existing Board (5) shall constitute a quorum for the conducting of all business.

Retention and Disposition Schedule for New York Local Government Records.

Resolution attached to original and sent to trustees with minutes.

- 2019 Annual Report to the community that has been posted on our website needs to be updated with accomplishments made in 2019.
- Minimum Standards need to be reviewed. Policies were sent to trustees in September to be reviewed. M. Seeger will meet with Director regarding policies.
- J. Loonan will contact Mary Dewaard about volunteering to help out with gardens.
- Safe has been donated by T. Earl.

- T. Earl will instruct Director on the thermostat app that will adjust heating and cooling.
- Need instruction for using fireplace.

Adjournment: *T. Earl moved to adjourn the meeting at 11 am. L. Cocozza seconded. Unanimously approved.*

Respectfully submitted,

A handwritten signature in cursive script that reads "Mona Seeger".

Mona Seeger, Secretary

NEXT MEETING: Friday, December 18, 2020

Retention and Disposition Schedule for New York Local Government Records

BE IT RESOLVED, By the Board of Trustees of Caldwell Lake George Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

November 20, 2020



**Secretary- Board of Trustees
Lake George – Caldwell Library**