

Caldwell-Lake George Library
Board of Trustees Meeting – April 16, 2021

Call to Order: President Margy Mannix called the virtual meeting to order at 9:04 am with the following members present L.Cocozza, J.Loonan, P.Mannix, D. Marinelli, M. Seeger, D. Smith and N. Stannard. Also present: L. Burrows, Director, and Kim Brown, representing the Friends. Absent: B.LaFond.

Approval of Agenda: *MOTION: L.Cocozza moved and P. Mannix seconded to approve the agenda as written. All approved.*

Approval of Minutes: *MOTION: D. Smith moved and B.LaFond seconded to approve the February minutes as written. All approved.*

Treasurer's Report: *(Report attached to original.)* D.Smith reviewed the March finances:

- \$40,000.00 CD' will mature August, 2021.
- Treasurer will keep the \$11,655.25 at the TDBank.
- Incoming funds: Desk-\$19; Durkish Memorial- \$100; Donation-\$250.
- JA Agreement was approved and President signed.

MOTION: D. Marinelli moved and L.Cocozza seconded to approve the Treasurer's Report. All approved.

Correspondence: Acknowledgements have been mailed to all donors who have given to the Barbara Durkish Memorial, and will continue as donations are received.

Director's Report: *(Report attached to original)* The Director highlighted the following:

- Reopening for in person browsing on 4/12/21 and one computer available.
- Book Club will resume with small group 4/14.
- Book Sale 4/17.
- Teen Program – Paint with Patrice 4/21 at Teen Center.
- Art Night 4/21.
- Pre-School to resume 4/22.
- Author Night with Jessica Hunsicker 4/28.
- Photography Workshop with Cliff Oliver 5/26.

Community Conversation 31 attended the session and some great ideas were shared. Follow up surveys have gone out. We will use the information gathered to help in our strategic planning process.

Term limits are set by our charter. Our charter states that the term for library trustees is 5 years. This cannot be changed without an amendment to the state. The board will need to make a formal request to the state to amend the charter in order to change the term from 5 years to 3 years. Library Director will move forward with contacting state and filing all necessary forms to change trustee's terms.

Computer Orders placed Total Cost: \$2,536

- Staff Mini PC: \$770 (Includes all software)
- Docking 24" Monitor: \$269 (Turns Mini-PC into an all-in-one)\
- Security Screw Driver (To Secure Optional Docking Monitor Security Screws): \$12
- Staff Laptop: \$1,083 (This includes all software)
- External USB DVD Drive: \$28
- Receipt Printer Star TSP650ii with USB Cable: \$260
- USB Barcode Scanner with stand - Data Logic Quickscan: \$114

Pay Bills: MOTION: M. Seeger moved, seconded, P.Mannix to pay all bills. Unanimously approved.

Building and Grounds: (Report attached to original) Sprinkler System quote for \$1500 was received. Friends requested to obtain another quote which T.Earl will do.

AED equipment has expired. Both adult and child pads will be replace at a cost of\$170.

Friends: Baskets for motels will be assembled. Outdated paperbacks will be donated to Warren Co. jail.

Grants: No report

Personnel Committee: Director plans to hire a 2nd library assistant.

Nominating Committee: P. Mannix has a few suggestions for trustees.

New Business: M. Mannix reminded BOT of the SALS virtual Annual Meeting coming up in May.

Adjournment: MOTION: L.Cocoza moved to adjourn the meeting at 10:50 am. P.Mannix seconded. All approved.

Respectfully submitted,



Mona Seeger, Secretary

Next Meeting: Friday, May 21, 9 am