

Caldwell-Lake George Library
Board of Trustees Annual Meeting – June 11, 2021

CALL TO ORDER: President Margy Mannix called the meeting to order at 9:06 am with the following members present L.Cocozza, T.Earl, B.LaFond, J.Loonan, P.Mannix, D. Marinelli, M. Seeger, and N. Stannard. Also present: L. Burrows, Director, Deb Smith, and Kim Brown, representing the Friends.

APPROVAL OF AGENDA: MOTION: T.Earl moved, D.Marinelli seconded to approve the agenda as written. All approved.

APPROVAL OF MINUTES: MOTION: M.Mannix moved, L.Cocozza seconded to approve the May minutes as written. All approved.

TREASURER’S REPORT: (Report attached to original.) L.Cocozza reviewed the April finances:

- \$40,000.00 CD’ will mature August, 2021.
- Savings Balance - \$41,046.05
- Checking Balance -\$3,087.82
- Ambit Energy: A letter to company will be sent to discontinue service.
- Utica Ins. Policy: Policy will not cover cyber security. Director will inquire if SALS covers it in our contract.
- Auto coverage to be removed.
- New Treasurer will be bonded.

MOTION: M.Seeger moved, P.Mannix seconded to approve the Treasurer’s Report. All approved.

A brief discussion regarding setting up a capital fund for large repairs such as roof repairs, installing gutters and painting soffits. It was deemed not practical at this time.

CORRESPONDENCE: No Report.

DIRECTOR’S REPORT: (Report attached to original) The Director highlighted the following:

- Thank you Debbie Smith for your many years of service and dedication to Caldwell Lake George Library.
- New Circulation Desk computer has arrived! Laptop delayed until July/August.
- First exhibition of Lake George Arts Project partnership open. Congratulations Dolores Marinelli, our first artist!
- ATF Performance of *Cinderella Goes to the Disco*, 8/12/21, 12:00 pm, Shepard Park
- 3 students from LGHS volunteered at the library on Senior Give-Back Day. They were very helpful, shelving books, checking in the loan and cleaning out our supply

closet. (No small task!) They did a great job. Thank you Meghan, Sarah and Brendan!!

- Discuss update to safety plan regarding masks. Director recommends allowing fully vaccinated individuals to enter without a mask.
- Charter amendment submitted to NY State.
- Mold remediation begins 6/23/21. Insurance claim submitted.
- Laptop delivery is delayed and not expected to arrive until July or August, due to microchip shortage. All other equipment has been received.
- COVID Change will allow all to enter library. Staff will continue to sanitize surfaces, offer hand sanitizer and offer masks to patrons if requested.

PAY BILLS: MOTION: M.Seeger moved, B.LaFond seconded to pay all bills. All approved.

BUILDINGS & GROUND: T.Earl reported:

- Sprinkler system installed.
- Garden Club volunteers are planting.
- Rainbow Restoration will start mold remediation on June 23rd.
- Heating/Cooling system was inspected and checked-out ok.

MOTION: M.Seeger moved, J. Loonan second to move forward with Rainbow Restoration for removal of mold and all repairs itemized in the estimate. All Approved

GRANTS: No report

PERSONNEL COMMITTEE: M.Seeger reported that the committee had reviewed the HR policy regarding the PTO for full-time staff. The Director is the only full-time staff and being that the salary is fairly low we are suggesting the library amend the policy as follows:

FULL-TIME EMPLOYEES receive PTO as follows:

- 6 months – 3 yrs. - 10 days
- 4 yrs. – 6 yrs. – 15 days
- After 6 yrs. and thereafter – 20 days
- PTO may be taken in 2 hr. increments, except vacation days.
- At the discretion of the Director, the library may close during inclement weather. Staff will be notified in a timely manner by the Director. Only the Director will work from home.

MOTION: T.Earl moved, B.LaFond seconded to approve the amendment to PTO for full-time staff. All Approved.

NOMINATING COMMITTEE: P. Mannix introduced Justyne Welsh as a new trustee.

FRIENDS: K. Brown reported:

- Book Baskets for motels is in the works.
- Book sale is scheduled for July and August.

Adjournment: MOTION: *B.LaFond moved to adjourn the meeting at 10:50 am. L.Cocozza seconded. All approved.*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mona Seeger".

Mona Seeger, Secretary

Next Meeting: Friday, September 17, 9 am