

**Caldwell-Lake George Library**  
**Board of Trustees Annual Meeting – September 17, 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, P.Mannix, M. Seeger, N. Stannard, and J.Welsh. Also present: L. Burrows, Director. Absent: J.Loonan and D.Marinelli.

**APPROVAL OF AGENDA: MOTION: T.Earl moved and P.Mannix seconded to approve the agenda as written. All approved.**

**EXECUTIVE SESSION:** President M. Mannix called for an executive session to discuss staff compensations for 2022. Treasurer Cocozza reviewed the proposed budget. **MOTION: M.Seeger moved and M.Mannix seconded to approve the proposed 2022 budget. All approved.**  
President Mannix adjourned the executive session.

**APPROVAL OF MINUTES: MOTION: P.Mannix moved and L.Cocozza seconded to approve the June minutes as written. All approved.**

**TREASURER’S REPORT: (Report attached to original.)** L.Cocozza reviewed the September treasurer report:

- \$58,326.14 will cover our expenses to the end of the year.
- Insurance policy has increased. Ins. Agent will get back to us as to why.
- 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.

**MOTION: M.Seeger moved and B.LaFond seconded to approve the Treasurer’s Report. All approved.**

**CORRESPONDENCE:** No Report.

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

- We had a very busy summer season, with nearly 1,000 patrons per month in July and August. We accommodated many requests for meeting space for remote learning and work.
- Director’s new laptop has arrived! Works great! This completes our computer order. • Current Lake George Arts Project Exhibition: Luke Dow, Next month: Diane Swanson.
- ATF Performance of *Cinderella Goes to the Disco* on 8/12/21 was successful with 163 people attending. Every child in attendance received a free book. We

will make this an annual tradition. Shepard Park rental fee (\$250) will be refunded by the Village.

- Masks are required for all in the library, regardless of vaccination status.
- Mold remediation complete. Insurance claim denied. Total cost to library was \$3,800.
- Welcome new Library Assistant, Roberta VanDerzee.

**PAY BILLS: MOTION: T.Earl moved and B.LaFond seconded to pay all bills. All approved.**

**BUILDINGS & GROUND: T.Earl reported:**

- Mold remediation work has been completed
- Irrigation system is working well
- Carpets to be cleaned in early October
- Heating/Cooling system was inspected and checked-out ok.
- Gutters are not needed on the north side of building
- A moisture meter should be purchased

**GRANTS:** Staff researching grants

**PERSONNEL COMMITTEE:** No report

**NOMINATING COMMITTEE:** No report

**Library Polices:** (originals attached to minutes)

- Rules for computer use – Public Access and Wi-Fi Access
- Computer Policy

**MOTION: P.Mannix moved and L.Cocozza seconded to approve both policies. All approved.**

Old Business: Five year plan needs a committee. B.LaFond and M. Mannix have agreed to serve.

**Adjournment: MOTION: P.Mannix moved to adjourn the meeting at 10:50 am. T.Earl seconded. All approved.**

Respectfully submitted,



Mona Seeger, Secretary

**Next Meeting: Friday, November 19 - 9 am**