

Caldwell-Lake George Library
Board of Trustees Meeting – January 21,2022

CALL TO ORDER: President Margy Mannix called the meeting to order at 9:08 am with the following members present L.Cocozza, T.Earl, B.LaFond, J.Loonan, P.Mannix, M.Seeger, N.Stannard and , J.Welch. Also present: L. Burrows, CLG Director and S.Dallas, SALS Director. Absent: D.Marinelli.

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

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

- Town of Lake George approved our request for \$108,668 for 2022. Funds should be arrive in the coming weeks.
- Total fund available \$27,475.15
- Deposit for Adk bench made with Wood Carte for \$188
- Renewed Workers Comp \$655 and Zoom subscription \$115

MOTION: B.LaFond moved and P.Mannix seconded to approve the December Treasurer’s Report. All approved.

CORRESPONDENCE: No Report

DIRECTOR’S REPORT: *(Report attached to original)*

- Saturday hours resumed on 1/8/22. We will be open every Saturday from 10:00am-2:00pm. We hope to hold programs on Saturdays in the future when it is safe.
- We have a new artist in our partnership with the Lake George Arts Project. Terry Teitelbaum’s work will be on display until February 28th.
- Our next Call for Artists in our partnership with the LGAP is going on now. Deadline to submit work is January 21st.
- We have updated our COVID-19 protocol/safety measures. See below for details. Our focus is on providing access to the library and essential services and limiting staff exposure.
- JA Agreement reviewed, signed and sent.
- Open Meeting Law requires our public board meetings to be recorded and transcribed and minutes posted to our website.
- Annual Report portal available soon. SALS will provide training/meeting to discuss completion of report in February.
- SALS reports that patron self-registration will be available soon. Patrons can self-register online once it launches and will have 60 days to come into the library to receive their physical card.
- SALS is providing two programming workshops for Summer Reading, one for children’s programming on 2/16 from 9:30-12:30 and one for teens on 3/10 from 9:30-12:30. Director will attend both virtual events.
- Memorial Donation of \$1,000 received from the estate of Richard A. Willmen, in memory of his wife, Joyce Willmen. This is an unconditional bequest. Director sent an acknowledgement to the estate and has recommendations for a tribute.
- Director would like to purchase a rotating bookcase for our mass market paperback collection. This will free up two bookcases for our expanding fiction section.
- Director recommends joining SALS group order for movie license. Cost for our library is \$334. This would allow us to host family movie nights, show movies during teen programs, etc. The 12-month license would begin on 3/1/22.

Motion: M.Seeger moved and B.LaFond second to purchase rotating bookcase on wheels and joining SALS group order for movie license. All approved

Director's Report continued: COVID-19 Update:

- Update to COVID-19 protocol/safety measures:
- Library is open. Curbside pick-up is available and encouraged, but access to the library is not limited at this time. We have closed one computer station to allow room for social distancing. • All in-person programming postponed for the month of January. We will reassess before making a decision about February programming.
- Staff are fully vaccinated and boosted and self-monitoring for symptoms. In the event that one becomes ill, we will follow guidance from Warren County regarding testing and quarantine.
- Staff taking breaks in the basement to avoid need to remove masks upstairs and limit exposure. • New wider shields purchased for both desk areas.
- We continue to require masks for all, regardless of vaccination status.
- Staff continues to sanitize high touch areas throughout the day.

PAY BILLS: MOTION: M.Seeger moved and T.Earl seconded to pay all bills. All approved.

BUILDINGS & GROUND: T.Earl reported:

- Furnace schedule change
- Emergency lights to be replaced per Warren Cty. Yearly inspection. Estimate cost of around \$300.

GRANTS: Staff applied for Stewart's grant.

PERSONNEL COMMITTEE: No Report.

NOMINATING COMMITTEE: P. Mannix asked Amy Chambers to serve as a Trustee and has accepted and can start in September. One more trustee is needed.

STRATEGIC PLANNING: Director and L.Cocozza are finalizing the plan and the BOT will review it at the February meeting.

NEW BUSINESS: Plans are formulating for the April 7 dinner at the Holiday Inn. Baskets are needed for auction and 50/50 raffle will be held. D.Marinelli will donate a painting. A committee will meet on January 24.

Report from Sara Dallas:

- JA fees will be reduced by 8%
- New phone system at SALS
- Friends must pay sales tax for book sales.
- Warren Cty funds should be received shortly - \$3000
- Governor vetoed e-book legislation- violation of copywrite laws

OLDBUSINESS: J. Welch was thanked for the donation of wood for the bookshelves.

Adjournment: MOTION: M. Seeger moved to adjourn the meeting at 10 am. M.Mannix seconded. All approved.

Respectfully submitted,

Mona Seeger

Mona Seeger, Secretary