

Caldwell-Lake George Library
Board of Trustees Meeting – February 18, 2022

CALL TO ORDER: President Margy Mannix called the meeting to order at 9:11 am with the following members present L.Cocozza, T.Earl, B.LaFond, J.Loonan, P.Mannix, D.Marinelli, M.Seeger, N.Stannard and J.Welch. Also present: L. Burrows, CLG Director and Lynn Wadleigh, CPA for library.

APPROVAL OF MINUTES: *MOTION: T. Earl moved and J. Loonan, seconded to approve the January minutes as written. All approved.*

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

- Town of Lake George funds have been deposited in savings account.
- Total fund available \$127,823.19. TDBank acct. holds \$11937.52.

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

Lynn Wadleigh, CPA gave an overview of her roll in management of our finances.

- 990 has been filed for 2021
- She will research the sales tax issue for book sales.
- IRS filing for recouping funds during early stages of covid has been sent. Could be 4-6 months before we see funds.

CORRESPONDENCE: No Report

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

- **Masks are required for all, regardless of vaccination status.** NYS has lifted the mask mandate. However, our Board-approved safety plan dictates that we will follow CDC guidance regarding masks. In Warren County, community transmission is **High**. Guidance from the CDC is that everyone should wear a mask in public indoor settings in areas with high transmission. We will continue to monitor the situation and update policies when appropriate and safe to do so.
- **Saturday hours resumed on 1/8/22.** We have had a positive response from our patrons and visitors with increased traffic over the past two weeks. We are open every Saturday from 10:00am-2:00pm. Snow removal has been a challenge for Saturday hours. Discuss possible solutions with the Board.
- Work on **Annual Report** is in progress. Our Board-approved report is due to SALS by **3/1/22**.
- Due to scheduling conflicts and holiday’s there are a few changes to Board meeting schedule. **Future board meetings will be 3/25, 4/22, 5/13.** Thank you all for your flexibility.
- Our **Annual Library Dinner** will take place during National Library Week on Thursday, 4/7/22 at 5:30pm, Holiday Inn, Lake George. Price is \$30, all inclusive. Buffet dinner, basket raffle and entertainment from LGHS students. All proceeds benefit the library.
- We had 14 artists submit work in our recent **Call for Art**, in partnership with the **Lake George Arts Project**. Final selections will be made this week.
 - News from **SALS** (Southern Adirondack Library System)
SALS will provide training opportunity on 3/11/22 at 2:30pm on Zoom to discuss book challenges, reviewing policies, etc. Board members are encouraged to attend. The workshop will be recorded if that date/time are not convenient. This workshop counts towards the state required trustee education.
SALS has asked member libraries to review collection development, challenge and patron behavior policies. Our collection development and book challenge policies are currently being reviewed and updated and our patron behavior policy was reviewed and updated in 2021. Our library follows ALA (American Library Association) Library Bill of Rights in regards to all operations and policies.

SALS reports that **patron self-registration** will be available 2/23/22. 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 teen programming on 3/10 from 9:30-12:30. Director will attend both virtual events.

Construction challenge grants will be available soon.

COVID-19 Update:

- 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.
- 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: B. Lafond moved and J. Walsh seconded to pay all bills. All approved.

BUILDINGS & GROUND: T.Earl reported:

- Pads have been ordered for cardiac machine
- Replace emergency light over front door when batteries run out.

GRANTS: No Report.

PERSONNEL COMMITTEE: No Report.

NOMINATING COMMITTEE: Sue McEnaney has agreed to serve on BOT and will start in June. Amy Chambers will start in September.

STRATEGIC PLANNING: Director will send the final plan to trustees for review before deadline. Mar. 1

NEW/OLD BUSINESS: No Reports.

ADJOURNMENT: MOTION: T. Earl moved to adjourn the meeting at 10:25 am. L.Cocozza seconded. All approved.

Respectfully submitted,



Mona Seeger, Secretary