

**CALDWELL-LAKE GEORGE LIBRARY
BOARD MINUTES
DECEMBER 16, 2022**

CALL TO ORDER: President Margy Mannix called the meeting to order at 9:02am with the following members present:A. Chambers, L.Cocozza, T. Earl, J. Loonan, S. McEnaney, P. Mannix, N. Stannard and J. Welch. L. Burrows Director. Janice Pontacoloni, President of the Friends of The Library group was introduced by M. Mannix. who was attending our meeting.
Absent:M. Seeger

APPROVAL OF MINUTES: A. Chambers motioned and M. Mannix seconded. All members in favor.

TREASURER'S REPORT: We have \$35,000 until we receive the check from the Town of Lake George in January. That gives us \$15,000 a month to spend. We paid Hoopla \$2,000 which is already accounted for and paid.
J. Loonan motioned to accept the report and J. Welch seconded. All in favor.

CORRESPONDENCE: The library received a phone call from a local attorney stating that we are a beneficiary of Dale Fordyce's estate.

DIRECTOR'S REPORT:

- Hoopla is live. We did a quiet launch and will advertise it in our January newsletter. Laura can check the dashboard to see the usage. Patrons are limited to 5 borrows at the moment. Will monitor usage and may raise to 7 in the future. We will pick a day for Hoopla help, so patrons can come in the afternoon or early evening for help There are tutorial videos as well.
- Jess is leaving and all the projects assigned to her are complete. She left a media marketing plan for the library. Jess has left a binder of what she has been managing as an assistant. We are sad to see her go. As a result of Jess leaving we will be closed Tuesday's in January until a suitable replacement is found. Looking for a candidate who possesses customer service, organizational skills, and clerical abilities.
- The director applied for our library to be part of a technology project: OATS- Older Adults Technology Service Program. This program will train our staff to teach technology to older people. We are waiting for approval from SALS to be accepted to participate.
- Our PJ Party had 59 people attend and a good time was had by all.
- Early closing procedures due to inclement weather were discussed. Going

forward the director will discuss intent to close with members of the board to help arrive at a decision. Friday late snowfalls pose a problem for opening on Saturdays.

- We have cut magazine subscriptions. Adirondack Life and Adirondack Explorer arrive free of charge, so we have those in the library.
- At the end of January we are holding a Jump Start Your Writing program that will be advertised in the January newsletter.
- The library has gone fine free and will be announced in the January newsletter as well.

BUILDINGS AND GROUNDS:

- Town Buildings and Grounds don't work on Saturdays and leave at 3:30 on Fridays. That makes a Saturday morning opening difficult.
- Todd talked to Jim Martino and confirmed the guys would do last sweep by on Friday and early Monday morning. Laura B. knows who to get a hold of at the town if necessary.
- Snow off the roof is blocking Pine Point and the wheelchair access.
- Back stairs to basement need to be cleaned so there is reasonable egress from the basement in an emergency.
- Todd will communicate with Jim Martino to refill sand.
- Shoutout to Roberta for carrying out buckets of sand and decorating out front for the holidays.

GRANTS:

- We are applying for the Stewart's grant.
- We applied to be part of OATS grant.
- SALS applied for a grant to purchaser routers and modems in all system libraries.

PERSONNEL:

- Move forward in January to find Jess's replacement.

FRIENDS:

- Bistro LeRoux fundraiser netted \$333 for the friends.
- Planning the next dinner at The Adirondack Brew Pub for January 12,2023.
- Janice's husband had the Chronicle article on one page and put up at Town Hall, Village Hall and the Library.
- Book baskets at local hotels don't do much for Friends. They are considering other places to put them.

- Friends would like to have a plaque recognizing donors to our library.
- All reported by Janice Pontacoloni President of the Friends of The Library.

NOMINATING COMMITTEE:

- J. Loonan, L. Cocozza, and T. Earl terms end June 2023.
- J. Loonan and L. Cocozza have agreed to serve one more three year term They will be off in June 2026.
- We will need to replace T. Earl who has served since 2013 with 2 five year terms.
- Everyone will start looking for a suitable replacement.

OLD BUSINESS:

- One plaque is done.
- One was returned to have spelling corrected.
- Paid \$135 for both with credit card.

NEW BUSINESS:

- Gift card and box of chocolates for Bridget who cleans our library.
- April 27, 2023 is the date for the Annual Library Dinner at The Holiday Inn in Lake George. Think baskets!

MOTION TO ADJOURN:

- T. Earl seconded by L. Cocozza. Adjourned 10:05am.