**CALDWELL-LAKE GEORGE LIBRARY**

**BOARD MINUTES**

**JANUARY 20, 2023**

**CALL TO ORDER:** President Margy Mannix called the meeting to order at 9:03 am.

**PRESENT**: A.Chambers, L.Cocozza, T.Earl, J.Loonan, S.McEnaney, P.Mannix, M.Seeger, N.Stannard and J.Welch. Also present: L.Burrows, Director and Janice Pontacoloni, President of Friends.

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

**TREASURER’S REPORT: (original attached to minutes)** L.Cocozza reported that the library has $40,138.41 for operating expenses. The Town will be sending the 2023 funds next week. Expenses for January are higher than normal due to some purchases made in 2022 that were just delivered, computer purchased, and insurance payments. The Treasurer will be looking to purchase 6 mo. or 1 year CD for a portion of the funds received from the Town.

A lengthy discussion regarding the purchase of cyber insurance followed and was tabled. More information is needed before signing onto a policy. Director will do more research. ***MOTION: A.Chambers moved and P.Mannix second to approve the treasurers report. All Approved.***

**CORRESPONDENCE**: A thank note will be sent to Barb O’Reilly for her 2023 donation.

**DIRECTORS REPORT:**

Hoopla is live and being well received by patrons. We are currently offering 5 borrows per month. Cost to our library in December was $17.98. Director suggested we keep it at 5 borrows for the next 6 months.

• The library will be hosting family friendly Winter Carnival activities including Storytime every Saturday in February, games, puzzles and take and make crafts. We are also hosting a winter carnival themed Paint and Sip on Fri., February 24th at 6pm. Cost is $35.

• Our search for a new Library Assistant is ongoing. We will continue our Tuesday closure until we are fully staffed.

• We were chosen to be a part of the technology education program that we applied for last month. Two staff members will be trained to be “technology trainers.” We will then facilitate a series of technology workshops beginning later this Spring. A stipend for $3000 from SALS was provided along with paying staff $20/hr. to instruct. SALS will provide all necessary technology.

• Writing Workshop: Jump Start Your Writing with Coleen Paratore, author of Dear Writer: Inspiration and Advice on Writing will be held on January 28th at 11:00am.

Coleen will lead participants through several write and share rounds. Pre-registration required. Space is limited.

• We had a great response to our holiday break activities and will be repeating these events for February school break.

• We’ve added monthly watercolor workshops with Diane Swanson to meet demand. We’ve also added a second monthly felting workshop, held on the 3rd Thursday afternoon of each month to help meet demand. We consistently have a waiting list.

• The annual dinner is coming up! Time to start planning! The Annual Dinner will be held on Thursday, April 27th at the Holiday Inn, Lake George.

* Project Local: Call for Artists will begin February 1st. The Lake George Arts Project will accept submissions until March 3rd.

• Updates from SALS o The Annual Report portal will be open soon. Member libraries should have their reports completed and submitted to SALS by 2/15.

* Please thank Warren County for including funding for libraries in their budget.
* The full catalog of magazines is available to all now in Overdrive/Libby, thanks to the generosity of member libraries. No limits, no waiting.

**BUILDING/GROUNDS**: Code Inspection was done on January 4. The library passed.

***MOTION: J. Loonan moved and J. Welch second to pay all bills.***

**GRANTS:** Applying for the Stewart Grant for children’s programs.

**PERSONNEL:** The personnel committee, L.Cocozza, M.Mannix and M.Seeger completed L.Burrows review in December. The committee will share the results when Director has signed the document.

**NOMINATING:** Two trustees whose terms have expired will be leaving the board. The committee will be searching for replacements.

**FRIENDS**: Janice Pontacoloni reported:

* the fundraising dinner at the ADK Pub generated $407.25.
* Friends will be providing gift baskets for the annual dinner in April.
* Providing a memorial plaque
* Book sale in January was successful. Selling bags to fill for $5. Next sales will be February 11, March 11, and April 15.

**OLD BUSINESS:**

* The Annual dinner at the Holiday Inn is planned for April 27. The committee, P.Mannix, A.Chambers, J.Loonan, S.McElnaney and J.Welch will be planning the event.
* The Halls from Hillview Library are interested in co-sponsoring programs with CLGL. Suggested a Floating classroom, a program in Battlefield Park and possibly a music event.

**NEW BUSINESS:** M. Mannix reported that Crandall Library offers a speaker bureau that is broadcast on Zoom, author talks and other educational topics She encourage trustees to check it out.

The library will continue to close when schools are closed. Director posts closures on our website, social media and the school closing network which posts to all local media outlets.

***ADJOURNMENT: M. Seeger moved, T. Earl second to adjourn. All approved***

Respectfully submitted,



Mona Seeger, Secretary