

CALDWELL-LAKE GEORGE LIBRARY

BOARD OF TRUSTEES MINUTES

January 17, 2025

CALL TO ORDER: President Amy Chambers called the meeting to order at 9:08 am.

PRESENT: A.Chambers, L.Cocozza, J.Hall, E.Kopf, J. Loonan, S. McEnaney, P. Mannix, J. Welch, P. Davenport

ABSENT: N. Stannard **Also Present:** L. Burrows

APPROVAL OF MINUTES: J. Loonan moved and J. Hall seconded to approve minutes. All approved

TREASURER'S REPORT:

Refer to the report written by Laura Cocozza,

Total Funds:

- We have \$8,000 for this month.
- \$25,000 to go to the desk project and we aren't certain yet of the final cost, but will not go over. Could be less.
- We are where we are supposed to be financially.
- \$1,000 expense for archive shelving, material, hygrometer and dehumidifier and folders.
- Friends gave us a check for \$883.90 towards payment for the archival materials We applied for a grant for this, which we didn't receive.
- Marie Ellsworth is making a digital record of the archives and is being paid for a couple hours per week.
- Glens Falls National had changed their bank name to Arrow.

PAY ALL BILLS: J. Welch moved and E. Knopf seconded. All approved

Desk Project Update:

- Trevett Millworks was here as well as Tom Devlin from Northern Hardwoods.
- The desk has been reconfigured again.
- We will be using Red Oak and tie in the frame and panel from one room to another.
- We are still waiting on drawing.
- It won't be completed by March 31. As long as \$5,000 worth of the project is completed by then we will be fine. We can get pictures from the mill and send them to SALS.
- 80% of the desk will be done in the shop. The rest will be completed upon installation. It will be installed to the subfloor.
- We will have to close for a day while it's being installed.

DRI PROJECT:

- No new news.

CORRESPONDENCE:

- Thank you notes written to The Lake George Community Garden Club for the wreath.
- Thank you to Jerry Williams for the deer he made for the front of the library.

DIRECTOR'S REPORT:

- **See report for all details**
- Laura has been working on the annual report and is waiting on a financial piece from Lynn Wadleigh.
- We need final approval of the annual report from the Board of Trustees by February 14, 2025.
- It is due to SALS on February 9, 2025 and to NYS on March 1, 2025.
- All numbers are up in the library. Overall we were open 60 more hours this year than last.
- The library speakers consortium is very popular. We had 699 on demand views and 26 live views. It is popular with our patrons.
- The children's circulation is down as the preschool is only coming once a month versus every week in the 2023-2024 school year.
- World Language Class for 4-5 year olds had 6 children and was well received.
- There is a story time and craft every Saturday in February for Lake George Winter Carnival.
- The Newsbank and Heritage Hub are live. People are able to use it and as soon as we get our Spectrum service upgraded we will add some buttons on our website to make it easier to navigate.
- Senior Planet will be having a genealogy class and will train people on how to use Heritage Hub.
- Our paint classes are very popular. We've added enough classes to meet demand.
- Cookie decorating with Flour Child bakery on February 5th. 15 spots will be available and we will ask for donations to help cover the cost.
- New Project Local is up and Vincent Wooley reception will be February 6 at 6 pm.

BUILDING & GROUNDS:

- Salt and sand is being provided by the village.
- All is well.

GRANTS:

- Petra is investigating a list of potential technology grants available.
- Laura will apply for Stewart's grant by January 31.

- SALS Construction grant is now open and due March 31. It is a \$5,000 grant. We will apply for square tables for the back. Once the doorway moves we will be unable to use our long tables. Laura is working on pricing these.

PERSONNEL:

- L. Burrows reports all is well.

FRIENDS:

- They received a check for \$646 from ADK Brew Pub
- There will be a craft supply sale March 28 and 29. They will provide a flyer with further details. People will bring gently used and new craft supplies to donate on March 28 and the friends will sell on the 29th.
- They will update the memorial plaque for 2024 and going forward will update once a year.
- We thank them for their donation for the archival materials.

NOMINATING:

- Nothing to report.

COMMITTEES:

- Nominating- P. Mannix and L. Coccozza
- Grant- S. McEnaney, J. Welch, P. Mannix, P. Davenport
- Personnel- L. Coccozza, A. Chambers, J. Hall
- Building and Grounds- E. Kopf
- Annual Dinner- J. Welch, A. Chambers, J. Loonan, P. Mannix, L. Coccozza, and S. McEnaney

NEW BUSINESS:

- Chris Mundell is working with Laura on Spectrum.
- We will have 5 static IP addresses and internet for \$159.98/ month. We will dedicate one IP just for staff. Our service will be down for 24-48 hours.
- \$99.00 one time service charge. Chris will be here for the install as a requirement by SALS.
- It's \$2,000 extra in addition to what we are already paying, that we haven't budgeted for this year.
- Motion made by E. Kopf to move forward with new Spectrum service. J. Welch seconded.
- The annual library dinner will be held at the Holiday Inn on April 10. Baskets are due in the Library on March 21. The theme is Drawn to the Library. We will

update the donation form and create a list of donors, so multiple people don't contact the same donor. The committee will meet Thursday January 23 at 11:30.

- The block party is May 17, 2025 11am-8:30pm. We are unsure what the sponsorship amounts are yet.

ADJOURNMENT: J. Hall **moved and** J. Loonan **seconded** **All approved**
Meeting adjourned at 10:35.

Respectfully submitted,

Pam Mannix

THE NEXT MEETING IS
FRIDAY FEBRUARY 21, 2025