

# **CALDWELL-LAKE GEORGE LIBRARY BOARD OF TRUSTEES MINUTES April 18, 2025**

## **CALL TO ORDER:**

- President A.Chambers called the meeting to order at 9:06 am.

**PRESENT:** L.Cocozza, J.Hall, E.Kopf, J. Loonan, P. Mannix, and J. Welch, A. Chambers,P. Davenport and N. Standard-Linehan

**ABSENT:** S. McEnaney

**Also Present:** L. Burrows

## **APPROVAL OF MINUTES:**

- J. Hall **moved and** J. Welch **seconded to approve the minutes** with corrections. **All approved.**

## **TREASURER'S REPORT:**

- Refer to the report written by Laura Cocozza.
- We have a balance of \$166,586.66 which includes savings, checking, money market and a cd.
- We have \$11,000 a month to use for the rest of the calendar year.
- The accountant charges \$300.00 a quarter currently and her rate will be going up.
- The annual dinner was a success. We estimate \$4,000 for total.
- The Spectrum Bill charged us the wrong rate \$145/month, because they charged us for the 5 IP addresses. Going forward it will be \$115/month. It may take two billing cycles to even out and we will have a credit on next month's bill.
- Seeley's Office Supply worked with us on the toner price because of the mix up. We are set for the rest of the year.

## **PAY ALL BILLS:**

- J.Welch **moved and** E.Kopf **seconded. All approved**

## **Desk Project Update:**

- The desk is nearly complete and we are shooting for the week of April 28th for possible installation.

## **DRI PROJECT:**

- We are waiting to hear.

## **CORRESPONDENCE:**

- Annual dinner thank you notes will be written.
- Thank you note to Northern Hardwoods that needs to be written.
- Sarah Dallas wrote a thank you note to the library for all the hard work we do under these hard times.
- Sympathy card to Lynn.
- Thank you to Stan Cinfarno for the donation of books.

## **DIRECTOR'S REPORT:**

- **See report for details.**
- Project local with Maria D'Angelo will come down April 30th. The reception will be on April 24th at 6 pm.
- The Friends of the Library have been a huge help in funding our needs.
- The dinner was a huge success. We had 56 raffle items and ten more attendees than last year.
- Chris Mondell talked with Mark of Trevett Millworks and decided to leave the technology equipment cabinet where it is and wait until after the construction project (hopefully next year) and then move it to a secure dry location in the basement. We will have to have some sort of connection downstairs once the construction is complete, so we will do it all at the same time.
- We finally received the Spectrum upgrade. Ed was here. No problems since the upgrade. Ed came the next day and dealt with all the cords and organized and neatened them. Thank you Ed.
- Next equipment group order is due May 10. SALS sent a list of available equipment and did let us know the prices are not guaranteed because of the impending tariffs. Laura B. Is considering an Apple mini.
- The loss of Federal funding from IMLS will hurt libraries like us the most. We benefit from their services as does SALS. The Division of Library Development is losing 55 employees. It's uncertain and unprecedented, so we don't know what's going to happen.
- We applied for the SALS Construction Grant and were approved for \$3,000. Rulyn from Trevett Millworks and Laura B. discussed the furniture for the space by the backdoor after the construction project is complete. Discussed purchasing a rectangular table, two square tables and 16 chairs which is \$10,000 which is way over the award. We need to decide how to proceed, maybe by only purchasing a table and 4 chairs. This topic needs further consideration and discussion.
- The read to paint children's exhibit is in May. It's a collaboration with the World Languages Department. Children will translate instructions from French to produce a painting.
- Beginning in September storytime will be moved to Saturdays at 11 am.

- Block Party May 17, 11-5. We need volunteers to help during the day.
- May 21 is Senior giveback day. We will ask them to help with assembling craft projects.

## **BUILDING & GROUNDS:**

- Ed took care of organizing the wires inside.
- We need to do something with the sign out front, which gets blown over in the wind. We are considering sand bags to keep it in place.

## **GRANTS:**

- We need to spend the \$3,000 construction grant from SALS by April 1, 2026. There is a 10-12 week turnaround time for tables and chairs.

## **PERSONNEL:**

- Roberta will be out for quite awhile for neck surgery. Possibly a month.
- Laura has reached out to someone to come for an interview which will take place on April 22. Laura would like them to shadow Roberta and to be able to fill in during her absence. Laura would like to keep the person on for a day or two in the summer to help out during the busy times. We would pay them minimum wage. We estimate 10 hours or less per week during the summer.
- Josh will increase his hours during Roberta's absence. We will see how we will divide the hours with the new hire. There are many variables at the moment.
- Laura will reach out to Shelter Point for short term disability for Roberta.

## **MOTION TO APPROVE HIRING:**

- J.Loonan moved and E.Kopf seconded. All approved to hire an assistant TBD.

## **FRIENDS:**

- Had a book and craft sale.

## **NOMINATING:**

- No report.

## **COMMITTEES:**

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

## **NEW BUSINESS:**

- A.Chambers, P. Davenport, and S. McEnaney agreed to serve another 3 year term which will conclude in May 2028.

## **ADJOURNMENT:**

- J. Welch **moved and** J. Hall **seconded** **All approved.**
- Meeting adjourned 10:22.

**THE NEXT MEETING IS** May 16, 9:00 am.

**Respectfully submitted,**

**Patricia Mannix**