

CALDWELL LAKE GEORGE LIBRARY
BOARD OF TRUSTEES MINUTES
September 19, 2025

CALL TO ORDER: President A. Chambers called the meeting to order at 9:13 am.

PRESENT: A. Chambers, L. Coccozza, E. Kopf, J. Loonan, J. Welch, P. Mannix, P. Davenport, N. Stannard-Linehan

ABSENT: J. Hall, S. McEnaney

Also present: L. Burrows, CLGL Director

APPROVAL OF MINUTES:

MOTION:

- L.Coccozza moved, and E. Kopf seconded to approve the June minutes. All approved.

TREASURER'S REPORT:

- Warren County Aid is being processed. We aren't sure how much we will receive.
- Utica National, our Commercial Insurance provider, has raised our rates again. We will request it to be shopped around.
- Our digital usage is up 105%. The demand is much greater for Hoopla and Libby.
- Libby is based on our circulation data. The price will go up again in 2027.
- Refer to the report given by Treasurer for particulars.
- We need to be mindful of replacing Treasurer by next June and need a shadow for Laura C.

MOTION TO ACCEPT THE TREASURER'S REPORT AND PAY ALL BILLS:

- J. Welch motioned and J. Loonan seconded to approve. All in favor.

CORRESPONDENCE:

- Thank you notes need to be written. L. Burrows has a list.

DESK UPDATE:

- We set the date of October 14, 2025, at 5:00 pm for our donor appreciation reception.

DIRECTOR'S REPORT: See report for more details.

- October 8 at 6pm, we're having a live viewing of the SALS author talk with Mary Roach. She is the author of Fuzz When Nature Breaks the Law. This is part of the Big Read. The entire library system is reading this book.
- We are one of the Knox Trail libraries. The libraries along the trail are doing a passport challenge until December 16. Nine different libraries are participating. Once you visit all you will receive a patch.
- We've purchased more books on Henry Knox for children and adults. They are circulating very well.
- Margy Mannix is doing a talk on October 22, 2025 at 6:30 pm. Down Memory Lane, the Road to Lake George; the East side of the street this time.
- October 26 is The Halloween Block Party. We are participating in Trunk or Treat giving out books, bookmarks and candy. Harry Potter will be our theme.
- We need a committee for Strategic Planning to evaluate the goals we set forth in 2021.
- On October 7, 2025, we are hosting a grant seminar for LARAC. We will plan to apply for that grant for arts programming.
- All is well. We are a busy place.

COMMITTEE REPORTS:

BUILDING AND GROUNDS:

- Discussion on repairing the front door and ceiling. E. Kopf received quotes to complete the work. No action was taken.
- Parking will be an issue after DRI construction is completed. We are actively looking for solutions to possibly park staff cars off property at nearby neighbors.

GRANTS:

- L. Burrows submitted the grant report for the Wood Foundation.
- Applied for DLD Grant from SALS and has been approved at SALS. It is now at the state for final approval. The amount was \$49,425. We have a 25% match on that which is \$12,356.25 for the bathrooms and elevator. We expect to hear in October.
- Matt Simpson had \$40,000 appropriated to the library which we probably won't see until the end of the year. It can be used for operations and to offset construction costs. It cannot be used for a match on another grant.
- We can apply for the SALS grant in the spring. It's a \$5,000 grant.

- The LARAC grant is up to \$7,500 and that's due December 5. Laura is considering a community collaborative project and will update us after an upcoming meeting.
- Libraries transforming communities is another grant. It is \$10,000 and there is an information session on October 1. More information will be forthcoming.

PERSONNEL:

- All is well.
- Congratulations to Josh and Morgan on their upcoming nuptials.

FRIENDS:

- Renewals of memberships are due this month.
- There will be a fundraiser at The Adirondack Brew Pub on November 14th from 4:00pm-close.
- The Friends donated membership and NYLA conference fees for Laura and Roberta.

STRATEGIC PLANNING:

- J. Welch, P. Davenport, A. Chambers, P. Mannix and E. Kopf will serve on this newly formed committee. This group will evaluate the goals we set previously and see what we accomplished. Community conversations will take place individually and with a group conversation at the library to help us formulate new goals.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Paul Mays has graciously offered to be a sounding board for our questions and concerns during construction Pro Bono.
- J. Loonan's and L. Cocozza's terms will end this June, and they will not be able to serve another. We will actively seek people to take their place in June 2026.
- E. Kopf has graciously agreed to serve another 3-year term, which will begin in June 2026.
- We are still seeking a replacement for our treasurer for June 2026. We are also considering QuickBooks for the library.
- Discussion on repairing the front door and ceiling. E. Kopf received quotes to complete the work.

DRI:

- Our DRI construction was approved for \$ 433,000.00, which is the amount we requested.
 - We will go to bid this fall and hope to begin construction in early 2026.
 - The downstairs bathroom is listed as a contingency in case we don't have enough money to complete if the bid for construction comes in too high.
 - We would have to find a funding source for the second bathroom in that case.
-
- NYS Homes and Community Renewal (HCR) was given the state contract for the NYS DRI award. The contract is expected in November. No work (that we want to be reimbursed) can be completed before the contract.
 - The survey RFP (Request for Proposals) went out as intended and we received 2 quotes. MJ Engineering, one of Town Designated Engineers, was the low bid at \$9000. The Town will award this to them in October, for a plan to survey in November (pending state contract signatures). If we don't have a state contract until the winter, the survey work may have to take place in the spring.
 - Butler Rowland and Mays have stepped down from the project due to scheduling conflicts. The RFP for architecture is developed (Attached), and the Board has approved it to go out. The RFP will be sent out and published online on 9/19/25 with proposals due by 10/24. Library Director and Dan Barusch will review proposals, probably with Nancy Stannard, and we'll select the right architect to pick up where Paul Mays left off, and plan to have the Board award them the contract at their November meeting. They can likely start work in December, or safely, in January. They can progress work without having the survey complete, but we cannot finalize until the survey is complete.
 - Schedule appears to be, conservatively, final plans being completed in the spring, approval by the Library Board, then with the public bidding process occurring over the summer, awards by Town Board in late summer, and construction to start in Fall 2026. I would expect a fall through spring construction, meaning you'd likely be all done and cleaned up by the summer season 2027.

BUDGET 2026:

- A discussion ensued concerning Spectrum and National Grid increasing substantially. We added a summer assistant. We upgraded our internet service to include 5 IP addresses, and our digital usage increased 105 %. Those items increased our budget from last year.

MOTION TO ACCEPT THE BUDGET PROPOSAL:

- J. Welch moved and E. Kopf seconded with amended circulation numbers. All approved.

ADJOURNMENT:

- Motion to adjourn was made by A. Chambers and seconded by P. Mannix. The meeting was adjourned at 10:52. All approved.

Respectfully submitted,

Patricia Mannix

THE NEXT MEETING WILL BE ON OCTOBER 24, 2025, at 9:00 am.