

**CALDWELL LAKE GEORGE LIBRARY
BOARD OF TRUSTEES MINUTES
October 24, 2025**

CALL TO ORDER: President A. Chambers called the meeting to order at 9:12 am.

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

ABSENT: None

Also present: L. Burrows, CLGL Director

APPROVAL OF MINUTES:

MOTION:

- J. Loonan moved and L. Coccozza seconded to approve the September minutes. All approved.

TREASURER'S REPORT:

- We are in fair shape. We have \$10,435/month until the next funding check with \$40,000 in reserve.
- The Warren County funding is \$4,230, and the check has been cut and is coming.
- The Friends gave us \$1,100 for programming & staff attendance at the NYLA conference.
- Many memorial donations have come in for Marge Mannix and Lynn Sefren.
- Refer to the report given by the Treasurer for particulars.

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

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

CORRESPONDENCE:

- Thank you notes need to be written for memorial donations. L. Burrows will compile a list.

DIRECTOR'S REPORT: See report for more details.

- Laura was able to get Quick Books as a nonprofit for \$80.00/year. Laura B and Laura C. Will meet with Lynn Wadleigh to coordinate the new system. We will be able to write checks in house. She will be our checks and balances and prepare our taxes.
- We are considering contracting Priority One Payroll out of Malta to service our payroll, as Keena is no longer able to service us after December 31, 2025. Keena will prepare our tax documents for 2025.
- 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.
- Baker and Taylor is closed, and our existing and back orders are cancelled.
- Amazon is offering library pricing. They will not meet all our needs, as they do not have a great large print edition or physical media selection. We are not paying for a Prime Subscription, as Amazon is giving it to libraries.
- Laura has chosen Midwest Tape, who we use for Hoopla Digital and already have an account with, to purchase audio and DVD. They will come in library packaging.
- Ingram will service our large print and other books. They are comparable to Baker and Taylor.
- We have purchased a new computer for the staff. It is an all-in-one, HP Elite 1. It will come out of 2026 funding.
- April 26, 2026, is our 120th anniversary for our Library. We are compiling the history of the library. Laura wants to do a presentation and will ask community members to share their memories of the library.
- Our annual dinner will take place at the Holiday Inn again this year on April 23rd. National Library Week is April 19-25.

COMMITTEE REPORTS:

BUILDING AND GROUNDS:

- The sprinkler system has been blown out.
- We are waiting for a quote from Farr Contracting for the front door.
- The rugs will be cleaned by All Clean. They have kept their pricing the same for the last 20 years.

GRANTS:

- The Library Transforming Communities Grant is offered for \$10,000 or \$20,000 and is to be used exclusively for accessibility. We can use it for signage and potentially some of the parts of the project.

- 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.

PERSONNEL:

- All is well.

FRIENDS:

- There will be a fundraiser at The Adirondack Brew Pub on November 14th from 4-9 pm.
- They gave us \$1,110 for programming for Dan Bergren and Ottavia Huang. They also paid Josh to attend the NYLA conference.
- We will get a PayPal QR code for patrons that want to purchase books at the book sale. We can set up different QR codes for different accounts to keep bookkeeping straight.

STRATEGIC PLANNING:

- The goals we previously set forth have been greatly beneficial. We plan to update them for the next five years and continue our good progress.
- We will have individual and group conversations this spring to help us shape new goals. We can announce this at our annual dinner.

OLD BUSINESS:

- None.

NEW BUSINESS:

- We are considering contracting with Seeley Office Supplies for a lease agreement for servicing our printer and providing toner for \$99.00/month. This will also include wireless printing with a new printer that is of commercial grade. We have a document that needs to be approved and signed. The lease is with a financial services company. It is for five years and may go up during this time. Our contract for toner and servicing is solely with Seeley.
- 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 with terms beginning June 2026.
- We are still seeking a replacement for our treasurer for June 2026. We are also considering QuickBooks for the library.

- Kevin O'Brien will be giving us an insurance quote that will include cyber security coverage. We need to include the leased printer in our policy. Insuring the addition will be necessary as well.
- The block party will be held on May 16, 2026.

MOTION TO ACCEPT SEELEY CONTRACT:

- E. Kopf motioned and P. Davenport seconded. All in favor.

Construction:

- A request for proposals went out for an architect on September 19, 2025; bids are due today.
- The town has hired MJ Engineering for \$9,000 to survey our property, in late fall, early winter or in the spring.
- We hope to go to bid in early summer and construction in the fall.

ADJOURNMENT:

- Motion to adjourn was made by J. Welch and seconded by E. Kopf. The meeting was adjourned at 10:29. All approved.

Respectfully submitted,

Patricia Mannix

THE NEXT MEETING WILL BE ON NOVEMBER 21, 2025, at 9:00 am.