

**CALDWELL LAKE GEORGE LIBRARY
BOARD OF TRUSTEES MINUTES
November 21, 2025**

CALL TO ORDER: President A. Chambers called the meeting to order at 9:11 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: L. Coccozza moved and J. Hall seconded to approve the October minutes.
All approved.

TREASURER'S REPORT:

- Staff reviews will take place in December. Raises are recommended for and budgeted for all staff; everyone is working hard.
- We are looking good. We have \$9,000/month until the next funding check with \$40,000 in reserve.
- Quicken has been set up and our bank accounts are connected. Lynn is connected as well. We can start to use it now.
- Many memorial donations have come in for Marge Mannix and Lynn Sefren and are still coming.
- Refer to the report given by Treasurer for particulars.

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

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

CORRESPONDENCE:

- Thank you notes have been written for memorial donations by Sue. L. Burrows will compile a list of new ones that need to be written.

DIRECTOR'S REPORT: See report for more details.

- Seeley's has installed the new printer and it's working well after a few kinks were ironed out.
- Yoga has been canceled as Bridget sustained an injury.
- Kristin Carter has taken over story time at 2:45 on Mondays.
- 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.
- The World Languages series is continuing with Italian being the next language covered on December 11. High school students volunteer to help the elementary students.
- The library conference was a great time for member library collaboration. The keynote speaker was great. It was based on advocacy.
- We are exploring a Library of Things. We would be loaning things that are not books. We already loan passes to places. Laura is considering adding things like sports equipment, lawn games and DVD players possibly. This is under discussion at this point.
- Audio book usage on Hoopla and Libby is up a great deal.
- Our annual dinner has been confirmed with the Holiday Inn for Thursday April 24, 2026 at 5:30. National Library Week is April 19-25.
- Our new artists Devin Lail and Lynn Shanks will be installed December 3. A reception will take place in January. We are looking for an earlier reception, possibly 4 pm.
- Trunk or treat was a huge success. We handed out over 300 books.
- The Library Speakers Consortium has been very popular. We have spent \$500 for 36 unique programs. We had 13,538 views. A new proposal for all three series for another 500\$ which would equal \$1,000/year. Topics would include health and wellness, tennis and kids and cooking. We can do additional programming possibly with community sponsorship.
- The children's holiday pajama party is December 4 from 4-6 open house style.
- Friend's appreciation is December 8 at 4 pm.

MOTION TO INCREASE SPENDING ON SPEAKERS' CONSORTIUM:

- S. McEnaney made a motion to go forward with the additional Speaker's consortium topics for the cost of \$500.00 for 2026. E. Kopf seconded. All in favor.

COMMITTEE REPORTS:

BUILDING AND GROUNDS:

- The garden has been cleaned.

- The painting in the artist area needs to be redone before the next artist installation.
- The carpets have been cleaned.

GRANTS:

- LARAC is due December 5th.
- American Library Association's libraries transforming communities is due December 11. Laura is applying for the \$20,000 amount and will be considered for \$10,000 if we don't qualify for the larger amount. Laura is including usage on Hoopla and Libby in hopes it will pay for part of our cost. Our users keep increasing even though we haven't increased borrows per person. The increase in usage increases our costs in providing these services to our patrons. Laura will also include funding for the community conversation in this grant.
- Cam from SAIL came and did an accessibility audit and will write us a letter to be included in the grant for signage that needs to be addressed.

PERSONNEL:

- All is well.

FRIENDS:

- The fundraiser at The Adirondack Brew Pub dinner netted \$809.10. A big thank you to the Carrs for hosting and donating to our library.
- The Friends gave us \$500.00 to put towards the children's party.
- They are still conducting monthly book sales.

STRATEGIC PLANNING:

- No update.
- Will have the next meeting after the December meeting.

OLD BUSINESS:

- None.

NEW BUSINESS:

- J. Loonan's and L. Coccozza'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.
- We are still seeking a replacement for our treasure for June 2026.
- Kevin O'Brien will be giving us an insurance quote that will include cyber security coverage. We need to include the leased printer on our policy. Insuring the addition will be necessary as well.

- The block party will be May 16, 2026.

Construction:

- The town has hired MJ Engineering at \$9,000 to survey our property, possibly late fall, early winter or possibly into the spring.
- We hope to go to bid in early summer and construction in the fall.
- We hired The Phinney Group to be our architects for the DRI project.

ADJOURNMENT:

- Motion to adjourn was made by Welch and seconded by P. Davenport. The meeting was adjourned at 10:27. All approved.

Respectfully submitted,

Patricia Mannix

THE NEXT MEETING WILL BE ON December 19, 2025, at 9:00 am.