

**Caldwell-Lake George Library**  
**Board of Trustees Minutes**  
**February 20, 2026**

**Present:**

A.Chambers, L. Coccozza, P.Davenport, J. Hall, E.Kopf, J.Loonan, S.McEnaney, P.Mannix and J.Welch Also present: L.Burrows Library Director

**Absent:**

None

**Call to order:**

President A. Chambers called the meeting to order at 9:05am.

**Approval of last month's minutes:**

J. Welch motioned and J. Hall seconded to approve the January minutes.

**Personnel Report:**

All is well.

**Treasurer's Report:**

- We received the Town of Lake George check for \$143,158 and the Grant-in Aid (Special Legislative Project Grant) for \$40,000.
- We purchased a CD at Trustco for \$72,000 that matures August 8, 2026, with an expected return of \$1,300.
- The furniture has been ordered for \$6,383. The operational reserve is set aside for \$40,000.

**Motion to pay all bills:**

- S. McEnaney motioned and J.Hall seconded. All approved.

**Director's report: (See attached)**

- The furniture has been ordered. We ordered two square tables and eight chairs stained to match the existing desk.
- The public forum has been tentatively set for April 16, 2026, at 6:00 pm.
- Laura has reordered a staff computer. The original order, placed in October, was lost at the company, so it needed to be reordered.
- The library has expanded its partnership with the Library Speakers Consortium and will now offer six virtual author talks per month, beginning in March. Programs may be viewed live or via recording and feature a range of popular topics, including Fiction, Nonfiction, Cooking & Food, Health & Wellness, K-12, and Variety & Lifestyle.
- Newsbank called Laura to compliment our library on patron usage.

**New Business:**

- The Hoopla budget has increased to \$400.00 per month to meet demand and manage budget concerns.

**Construction Update/DRI**

- Initial designs are complete. The Director and D. Barusch met with the Phinney Group on February 17, 2026, to review the design and provide feedback, including several requested changes. The architects will present the updated plans to the Board at our meeting on March 20, 2026. A public forum will be held in April. Tentatively scheduled for April 16<sup>th</sup> at 6:00 p.m.
- Bid documents will be prepared this spring, with the project expected to go out to bid in early June.
- The library has received \$40,000 in Special Legislative Project Grants (discretionary funds provided by the state legislature) from Assemblyman Simpson. These funds may be used at the library's discretion. The Director recommends reserving these funds for construction costs.

**COMMITTEE REPORTS:****Building and Grounds:**

- All is well.

**Grants:**

- Should hear about all grants by March 1, 2026.

**Human Resources:**

- Laura will work with SALS and the committee to develop an employee manual. Motion was made to increase the number of hours for part-time staff PTO and holidays from 6 hours to 7.5 hours to reflect typical workday. Motion made by J. Welch and seconded by A. Chambers. All in favor. Motion passed.

**Strategic Planning:**

- Nothing at this time.

**Nominating:**

- Motion to accept Julia Hall's resignation from the board of Trustees effective at the end of this meeting and to appoint Kevin Morrison to complete her term. He can serve two three-year terms after completing Julia's term. The motion was made by S. McEnaney and seconded by J. Welch. All in Favor. Motion passes. We are grateful for the time and talent Julia was able to provide to our library during her tenure on the board.
- Pam is actively looking for two Trustees to begin in June of 2026.

**Annual Dinner:**

- The cost remains \$45.00.

- The posters and invitations have been completed.
- The tickets for the basket raffle have been ordered.
- The design for the Hershey bar wrappers is being worked on to celebrate our 120th year anniversary.
- The menu is the same.
- The band is confirmed.
- Margy will talk about the library's history for five minutes.
- The donor sheets are done.

**Block Party:**

- We can keep any money we collect from sponsors.
- We will sell tickets for the Chicken BBQ dinner on May 16<sup>th</sup>. The library will receive money from ticket sales. (\$10 from every ticket sold at the library.)
- We need a sign-up sheet for people to work during the day.
- Roberta will organize the crafts, and the Friends will box up books they want to bring over.

**Friends:**

- Laura has created a QR code for PayPal for donations to the library and book sales.
- There is a craft supply sale on Friday, April 10 and 11 from 10-2. Donations will be accepted on April 9 from 10-4.

**Correspondence:**

- None.

**Adjournment:**

- A motion to adjourn was made by S. McEnaney and J. Hall at 10:28. All approved

**Next Meeting: Friday March 20, 2026**