CALDWELL-LAKE GEORGE LIBRARY
BOARD OF TRUSTEES MINUTES
JUNE 19, 2026

CALL TO ORDER:

- President A.Chambers called the meeting to order at 9:19 am.

PRESENT: L. Cocozza, J. Hall, E. Kopf, J. Loonan, P. Mannix, and S. McEnaney, A. Chambers, P. Davenport, and N. Stannard-Linehan
ABSENT: J. Welch
Also Present: Burrows

APPROVAL OF MINUTES:

- L.Cocozza **moved and S.** McEnaney **seconded to approve the minutes**. **All approved.**

TREASURER'S REPORT:

- Refer to the report written by Laura Cocozza-her last one!
- $215,000 which leaves us $10,500/month.
- $2,000 donation from Andy and Linda Caruso for our renovation.
- LARAC grant money awarded soon, $6,760.
- Block Party money also has come for $1,000.
- Bob Blais sent a donation for the capital campaign.
- We have $10,250 for the capital campaign.
- The annual dinner netted us $3,800.00

MOTION TO ACCEPT THE TREASURER'S REPORT:

- J. Loonan **moved and** L.Cocozza **seconded. All approved.**

CORRESPONDENCE:

- All thank you notes have been written. Pam and Sue have offered to write thank you notes as needed.

DIRECTOR'S REPORT:

- **See report for details.**

- Laura attended a CDLC conference with Roberta on Library of Things. We have museum passes and birding backpacks. We are looking to grow our collection. Items may include DVD players, games, and outdoor toys.
- Laura presented her experience with developing birding backpacks at a conference. It was very well received.
- The summer reading theme is Unearth a Story and is dinosaur themed.
- The PEP program, Lake George Youth Commission, and Queensbury Recreation program will be visiting the library. The dates are in the report. Help will be welcomed for any of these programs.
- Crafts and activities are available for use in the library or to take.
- The Big Bubble Bonanza will take place at the High School in July. The Friends generously donated the money to pay for this program.
- Laura attended the IMLS (Institute for Museum Library Service) conference in Washington D.C. She was invited to take part by the staff of IMLS. They are the Federal Organization that governs libraries and museums. It was a conference for small rural libraries.

BUILDING & GROUNDS:

- The carpets have been cleaned.
- The gardens have been weeded and updated.
- We will get the water system up and running when Matt Sicard gets back from Alaska.
- Lapan is coming next week to service the AC and the furnace.

GRANTS:

- Laura and Sue will be presented with the check from LARAC on June 25. Programming for this grant is well underway.
- Laura did the preliminary draft for the DLD grant. (Division of Library Development) and is still considering the amount to request.
- Laura had her first conversation for the ALA Grant with the students from the life skills class at the high school. They had great ideas about what they wanted to see in the library. A sensory space was one of them and the materials they were looking forward to using at the library.

PERSONNEL:

- All is well.
- Laura applied for a stipend from the IMLS conference for $600.00.
- Debbie will be on 2 days a week for the summer months.

FRIENDS:

- Had a book and a craft sale.
- They will clear the books out the basement before construction begins.

NOMINATING:

- No report at this time and for the foreseeable future. All positions are filled.

COMMITTEES:

- Nominating- P. Mannix, P. Davenport
- Grant- S. McEnaney, J. Welch, P. Mannix
- Personnel- A. Chambers
- Building and Grounds- E. Kopf
- Human Resource-C.LaFleche, ?
- Strategic Planning-P.Davenport, P.Mannix, A.Chambers, J.Welch

NEW BUSINESS:

- We need to undertake a Capital Campaign Launch. We are exploring ways to do this. We are setting the goal as $100,00.00. We are anticipating launching the campaign in July.
- We know we will need to raise money to finish projects that are not included in the DRI project which the town sponsored. The roof and front door are not included in the DRI project and are both needed.
- Laura is working on phasing the project to make it clear what we are achieving in each phase.
- Laura has developed a letter for donations.
- We need to meet before the launch to get the details ironed out.
- We need to create a facilities plan to maintain the building. SALS will help develop this plan.
- Develop a specific QR code for capital donations and a separate account for the funds.
- We need a special page for the Capital campaign.
- The three key points are the roof, replacing the front door, and completion of the conference and meeting space.

MOTION TO CREATE A CAPITAL CAMPAIGN:

- A motion was made by Amy Chambers to create a capital campaign with a goal of $100,000.00 to be used for capital improvements at the library. It was seconded by Kevin Morrison. All in favor.

MOTION TO CREATE A SEPARATE BANK ACCOUNT AND QR CODE FOR A FACILITY FUND AND TO DIRECT THE TREASURE TO DEPOSIT ALL CAPITAL CAMPAIGNS FUND INTO THIS ACCOUNT:

- The motion was made by Pam Mannix and seconded by S. McEnaney. All in favor.

CONSTRUCTION:

- The bid package is being finished. The must haves are first. Included in this package will be add/alternate items. Some things will have to wait for a later phase.
- The basement needs to be cleared before construction to be used for one staging area.
- The parking lot will also be a staging area and we will give up the entire lot for this time.
- When construction begins upstairs, the staging area will be just beyond Laura's desk to the back door. There will be a divider placed there to keep people out of the area.
- We will be able to stay open during most of the construction. Programming will be limited during this time. We may need to close during the bathroom construction.
- The parking lot grading will impede slightly on the bank parking lot. Alternatively, we could construct a retaining wall.
- Parking for staff and patrons will be an issue during our construction.
- We are planning to go to bid in July. We are expecting construction to start in September.

STRATEGIC PLANNING:

- We will meet in the fall to have a community conversation.
- We will have a summer meeting in August TBD.

HUMAN RESOURCES:

- We have received a template from SALS to assist in updating our policy that will include the new position of seasonal staff. Caryn, Laura, and the committee will undertake this review and update.

ADJOURNMENT:

- J. Loonan **moved and S. McEnaney seconded All approved.**
- Meeting adjourned 10:49.

THE NEXT MEETING: September 18th at 9:00 am.

Respectfully submitted,

Patricia Mannix