

Tupper Lake Public Library Board of Trustees Meeting Minutes

March 16, 2021

Call to order by Mike Farkas at 9:30 am.

Attendance: Trustees: Mike Farkas, Harriet Connelly, Rick Wilburn, Bob Guiney, Library Director: Ben Gocker

Public Comments: None

Minutes of meeting of February 9, 2021 - motion by Harriet, second by Bob to approve the minutes. All in favor. (4-0)

Directors Report:

- Conor is making excellent progress in his work with the library and has approximately one and a half months remaining on his contract
- Conor will train the staff on ways to access the materials he has organized. He is now working on processing institutional records that were discovered in the basement.
- Ben reported that Jen Cote's retirement plan contributions have been paid by the school district and now that issue is closed.
- Ben reported that both Assembly member Billy Jones and State Senator Dan Stec are supportive of libraries and are working to get state funding.
- Bruce Van Vranken has donated \$600 to the library in memory of his late wife Esther. He and Ben will meet to determine how to best utilize these funds in the library.
- Ben noted that with Rick Bujold not seeking another term as trustee, the board needs to surface names for candidates. He reported that two names have been suggested – Sarah Bencze, and Suzanne Orlando. He will make contact with both ladies and gauge their interest as time is very short to prepare for the vote in May.
- The board reviewed Ben's contract for review and renewal. The following changes were presented for approval – paragraph 1: New dates for the upcoming contract renewal are from 7/1/2021 to June 30, 2022. In paragraph 2, Mr. Gocker's salary will be \$47,500 per annum for the dates mentioned in paragraph 1. Also in paragraph 2, with a satisfactory performance evaluation, the Board will approve a minimum 2% increase in Mr. Gocker's salary effective the following July 1st. The final change to the contract is in paragraph 6 which states that all fringe benefits for Mr. Gocker will be calculated on a calendar year basis. These changes will be incorporated into the contract and the final contract brought before the board at next month's meeting for final approval.
- As part of the contract discussion, motion by Harriet, second by Rick Wilburn to increase Ben's salary to \$47,500. All in favor (4-0)

Financial Officer's Report:

- Board reviewed last month's financial reports. Things are in order. Harriet cautioned that the operating account, with a current balance of \$136,253 should be monitored as the library's obligations run approximately \$20,000 per month for the next seven months.
- Motion by Bob, second by Rick Wilburn to approve the financial report. All in favor. (4-0)

Bills and Payroll Report:

- Board reviewed bills and payroll numbers for the past month. Motion by Rick Wilburn, second by Bob to approve the report. All in favor. (4-0)

New Business:

- Ben introduced the idea of a library garden program for the spring and summer months. The Town of Tupper Lake would provide a plot at no cost to the library at the town's community garden. Library staff members would volunteer to work with the children and parents in this venture. Ben will follow up with town officials.
- The board was presented with a draft version of the tupper Lake Public Library Annual Report for Public and Association Libraries – 2020. After discussion, motion by Rick Wilburn, second by Bob to approve this draft version. All in favor. (4-0)
- Rick Bujold's son and daughter-in-law, Matthew and Alison Bujold, have been donating books to the library dealing with homesteading on a regular basis. The Bujold's would appreciate the library' acknowledgement of these donations. Ben determined that book plate(s) be affixed to the shelving indicating the donors of these items.

Unfinished Business:

- The Board was presented The following policies for approval:
 1. Environmental Policy
 2. Nepotism Policy
 3. Patron Confidentiality Policy
 4. Procurement Policy
 5. Patron Confidentiality Policy
 6. Collection Development Policy

Motion by Harriet, second by Rick Wilburn, to approve these policies. All in favor. (4-0)

Ben also provided to the board a form titled: Request for Reconsideration of Resources.

This form is to used in the event a patron has an issue with any of the materials housed in the library and wishes to make this concern known. The form is completed and given to the library director for consideration. The library director can then decide himself if attention is warranted or he can bring the matter to the board for their direction.

Meeting adjourned at 10:40 am

Next Meeting: Tuesday, April 13, 2021 at 9:30 a.m.

Meeting adjourned at 11:20 a.m. Minutes submitted by Bob Guiney.

