

# Tupper Lake Public Library Board of Trustees Meeting Minutes

May 10, 2022

**Call to Order by Harriet Connelly at 10:32 A.M.**

**Attendance:** Harriet Connelly, Sarah Bencze, Suzanne Orlando, Bob Guiney, Rick Wilburn via Zoom, Library Director Courtney Carey, Therese Ellis

**Agenda Adopted** as printed

**Minutes of meeting of April 12, 2022** – Motion by Sarah, second by Suzanne to approve as presented. All in favor. (5-0)

**Public Comments:** None

## **Director's Report:**

- Provided numbers on checkouts, patron visits, email requests and computer sessions for the month of April.
- Phase 1(B) of the construction grant is almost finished
- Have received updated quote from Schoolhouse for Phase B
- New York State will require Trustees to complete additional training. More to come.
- Dungeons and Dragons Club was successful. Twelve people attended.
- Twenty people attended the Poem-A-Thon.
- Poet, Michael Czarnecki will host a writing workshop and reading on May 11.
- Library will participate in the Party on Park on May 28 with a book and painting sale.
- Sunflower packets are popular. Library has packaged about 500 packets.
- Various employees are working hard on programming for the summer.
- Will be attending Library Directors meeting on Monday, May 16 in Plattsburgh for North Country Directors.

## **Financial Officers Report:**

- The Board reviewed the financial report for April. Motion by Bob, second by Suzanne to approve. All in favor. (5-0)
- Also reviewed, were the bills and payroll reports.

## **New Business:**

- **Construction Update:** Courtney expressed her wish that any changes that might come up in the project be brought to her attention before they are put into motion. She also felt that such changes should receive board approval before moving forward with them.

- Related to this request, the Board enacted the following **Resolution On Updated Construction Grant Costs Phase II.**
- On Tuesday, May 10, 2022 the Board of Trustees of the Tupper Lake Public Library unanimously voted to approve the updated bid from K&L Plumbing and Heating of \$262,000 with an incidental budget of \$52,000 which includes the remaining incidental budget of \$10,000 and a contingency budget of 8% with a total budget not to exceed \$335,000.

Trustees in Attendance:

Harriet G Connelly

Richard Wilburn

Robert Guiney

Suzanne Orlando

Sarah Bencze

**Old Business:**

- Motion by Bob, second by Suzanne, to approve the employee handbook. All in favor (5-0)
- Motion by Suzanne, second by Sarah, to approve the Updated Room Reservation Policy and Application. All in favor. (5-0)
- Motion by Harriet, second by Sarah, to approve the \$138.00 version of an advertisement for the library's participation in the Party on Park on May 28<sup>th</sup>. All in favor. (5-0)

**Next Board Meeting: Tuesday, June 14, 2022**

**Meeting Adjourned: 11:40 a.m.**

**Minutes Submitted by Bob Guiney**