

## **Tupper Lake Public Library Board of Trustees Meeting Minutes: October 11, 2022**

**Call to Order** by Harriet Connelly at 9:33 a.m.

**Attendance:** Harriet Connelly, Rick Wilburn, Suzanne Orlando, Bob Guiney, Library Director Courtney Carey

**Agenda:** Motion by Rick, second by Bob to adopt as presented. All in favor. (4-0)

**Minutes of Meeting of September 13, 2022:** Motion by Suzanne, second by Rick to approve as presented. All in favor. (4-0)

**Public Comments:** None

### **Financial Officer's Report:**

- It was noted that at 25% of the fiscal year, expenses are at 19.4%.
- Motion by Rick, second by Suzanne, to approve the financial report for September, 2022. All in favor. (4-0)
- Motion by Rick, second by Suzanne, to approve bills and payroll for September, 2022. All in favor. (4-0)

### **Director's Report:**

- September statistics include 1,960 visits, 132 phone calls fielded, 23 email requests answered and 82 computer sessions provided.
- Phase II of the HVAC project has begun and is moving along.
- High traffic areas of the carpet in the library were shampooed on 9/17. Brandon Moeller will return in the spring for a more comprehensive cleaning of all the carpeting in the library.
- Website Update – Kathi Tevlin and I are continuing to work on the design.
- I have ordered my tickets and secured a room for the upcoming NYLA conference in Saratoga Springs November 2-8.
- Programs held during the month of September include the Akwesasne Women's Singers performance in which 40 individuals attended and the first Early Literacy Program attended by 22 individuals.
- Upcoming new programming includes a novel and memoir writing program – one for adults and one for teens.
- In November and December we will have a series of Fall and Christmas related crafts sessions, each with a different emphasis.

### **New Business:**

- Courtney suggested the library consider a holiday luncheon for the staff. After discussion, motion by Suzanne, second by Rick to authorize a luncheon for the staff with a recommended monetary limit of \$15.00 per person. All in favor. (4-0)
- In a construction related update, Courtney noted that the concrete pad will be poured next week and that K&L will be on site.
- The board discussion turned toward strategic planning and the approach that might make the most sense. It was determined that the plan should incorporate major segments such as the building, staffing, services to patrons and development. It was also noted that since Courtney is still relatively new to the library, it would be wise to revisit this discussion a number of months down the road.
- Harriet noted that this is the time of the year when the director makes recommendations to the board for staff pay increases for the coming year. This will be on the agenda for the next meeting in November.

**Meeting adjourned at 11:00 am.**

**Next Board Meeting: November 8, 2022.**

**Minutes submitted by Bob Guiney**