

**Tupper Lake Public Library Board of Trustees Meeting Minutes
December 13, 2022**

Call to Order by Harriet Connelly at 9:38 a.m.

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

Agenda: Adopted as presented.

Minutes of Meeting of November 8, 2022: Motion by Suzanne, second by Rick to approve as presented. All in favor. (4-0)

Public Comments: None

Financial Officer's Report:

- Library is at 42% of fiscal year and expenses are generally on track at this point. Payroll is slightly over budget.
- Motion by Rick, second by Suzanne to approve the financial officer's report. All in favor. (4-0)

Bills and Payroll:

- Trustees reviewed bills and payroll for the month of November. Motion by Suzanne, second by Rick to approve reports as prepared. All in favor. (4-0)

Executive Session:

- The library director was excused from the regular meeting and the board moved into executive session at 10:05 a.m.
- At this point the board discussed year-end bonuses for the library director and Traci Kennedy.
- As discussion concluded, the board reconvened the regular meeting at 10:12 a.m., at which time the library director rejoined the meeting.

Director's Report:

- The monthly report indicated 1,581 patron visits, 74 phone calls fielded, 31 emails answered, and 55 computer sessions provided.
- Phase II of the construction project is still ongoing although it should be wrapping up soon. There is no official end date at this time.
- Library has not yet found a groundskeeper to replace Dechene Enterprises. Dan Bower says the school will probably not be able to help us in this regard. We need to continue to search for a replacement.
- The staff holiday party will be held at Amados on Monday, December 19 at twelve noon. The library will be closed to patrons from noon to 1:30 p.m. that day to allow staff to attend.
- Early Literacy Program is ongoing with a steady group attending.
- Crafternoons have been successful and we are hoping to have two sessions per month.
- The Village Holiday Stroll will be held December 16. We will be handing out candy and books at Spruce and Hemlock that day.
- We will hold two remote storytimes at The Family Matters Resource Center. On December 17th a PBS playdate event and a special Christmas storytime on December 19th.
- Zoe Abbott, a high school junior, will be having an artist opening on December 19th from 4-5 p.m.
- Paulina Kwasniak, one of our part time staff, will be graduating from Paul Smiths College at the end of this semester.

Strategic Planning:

- The Board devoted time at the end of the meeting to a discussion of strategic planning for the library. This will be an ongoing process with the board allotting time in future meetings to continue to identify and develop strategies to accomplish this task. Suzanne presented a general overview of what this planning might entail and volunteered to take the lead on this project.

Meeting adjourned at 11:10 a.m.

Next Board Meeting: January 10, 2023

Minutes submitted by Bob Guiney