

Tupper Lake Public Library Board of Trustees Meeting Minutes

November 8, 2022

Call to Order by Harriet Connelly at 9:32 a.m.

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

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

Minutes of Meeting of October 11, 2022: Motion by Rick, second by Suzanne, to approve as presented. All in favor. (4-0)

Public Comments: None

Financial Officer's Report:

- Library is at 33.3% of fiscal year so that expenses ideally should be at or below that percentage.
- The library has received the 2022-2023 tax monies from the school district.
- After discussion, motion by Rick, second by Suzanne, to approve the financial officer's report and the bills and payroll report. All in favor. (4-0)

Director's Report:

- Courtney reported the following statistics for the month of October – 2,026 visits, 93 phone calls fielded, 17 email requests answered and 69 computer sessions provided.
- Phase II of the construction project is almost completed. K & L is working on the most recent issue with the units.
- Mike Dechene is retiring from the grounds keeping business. Library will need to find a replacement for these services. Mr. Dechene did not have a recommendation for a successor business to take over. The school district might be a possibility to provide these services.
- CEFLS is preparing a webinar to discuss NYS Minimum Standards which I plan on attending.
- Updated By Laws for the library were presented for approval. The major change is that the Goff-Nelson Memorial Library should be known here forward as the Tupper Lake Public Library aka the Goff-Nelson Memorial Library in all official correspondence. Motion by Suzanne, second by Rick to approve this update. All in favor. (4-0)
- The idea of a staff holiday party was proposed by the library director. Courtney provided information from Amado's with a menu and a price for each individual meal. After discussion, motion by Rick, second by Bob, to hold a party for staff and trustees on December 19, 2022 from 12 Noon to 1:30p.m. at a cost to the library of (\$302.40 – 14 x \$18.00 plus a gratuity of 20%). All in favor. (4-0) The library will be closed to the public during that period of time.
- Courtney briefed the board on her experience at the NYLA Conference held recently in Saratoga Springs. She gleaned many ideas to implement.
- Programs at the library during October included an Early Literacy Program with an average of 30 people per session.
- On November 1 a writing program was held with a smaller attendance but well received.
- In November and December the library will host a series Wednesday crafternoons for all ages. The goal is to have crafts sessions twice a month.

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- Wendy Cross will facilitate a teen advisory group meeting November 30, specifically dealing with an oral history of the area project.

New Business:

- With the recent resignation of Sarah Bencze from the library board, a new trustee will need to be appointed before the spring 2023 vote. Various names were surfaced as possible candidates for this position.
- The board took up the issue of the annual bonus and how it should be handled. Part time staff will earn as a bonus, two hours for each month worked. This can be used as paid personal time off during the calendar year it accrues. Any time accrued, but not used, will be paid as a bonus in December. Bonus time does not roll over.
- Since Catherine Howard has a situation which is an exception to this procedure, motion by Harriet, second by Rick, to allow her to use an additional year through the end of 2023 to use her bonus time. All in favor. (4-0) From that point on, beginning 1/1 2024, bonus time must be used in the year it is earned.
- Courtney presented her recommendations for staff pay increases for 2023. Motion by Harriet, second by Rick to approve pay recommendations for 2023. All in favor. (4-0)

Meeting adjourned at 11:19 a.m.

Next Board Meeting: December 13, 2022

Minutes submitted by Bob Guiney