

Tupper Lake Public Library Board of Trustees Minutes
February 7, 2023

- **Call to Order** by Harriet Connelly at 9:32 a.m.
- **Attendance:** Harriet Connelly, Rick Wilburn (9:40am-10:08am), Suzanne Orlando, Donna Sloan, Bob Guiney, Library Director Courtney Carey
- **Phase II Update:** Kris Brunette of Schoolhouse Construction Services, updated the Board on the status of the project to this point. He noted there had been some miscommunications among various entities involved in the project and that part of his company's role was to hold all parties accountable for holding to their part of the process in order to successfully complete the project satisfactorily and on time.
- **Agenda:** The Board adopted the agenda as presented.
- **Minutes of Meeting of January 10, 2023:** Motion by Rick, second by Donna, to approve the minutes as presented. All in favor. (5-0)
- **Public Comments:** None
- **Financial Officer's Report:**
 - The Board reviewed the financial status of the library at 58% of the fiscal year. At this point in time, the library appears to be in sound financial shape. Motion by Bob, second by Suzanne to approve the financial report. All in favor. (4-0)
- **Bills and Payroll:**
 - The Board reviewed the bills and payroll reports since last meeting. Motion by Suzanne, second by Bob to approve. All in favor. (4-0)
- **Director's Report:**
 - Library had 1,322 visits in December.
 - 87 phone calls were fielded.
 - 15 email requests were answered.
 - 66 computer sessions were provided.
 - Lawn Cared Maintenance – T. Merrihew Gardens and Designs, LLC has submitted a proposal for the Board's consideration.
 - Programs during the month: Tupper Tots is going strong. Zoe Abbott's art show is still up. Positive feedback was received for the Embroidered Bookmarks.
 - Upcoming New Programming: Library looking to partner with the Town of Tupper Lake for a PJ and Movie Night. If successful, would like to continue with this program.
- **New Business:**
 - The Board reviewed a proposal from T. Merrihew Garden and Designs, LLC to maintain the grounds of the library, April – October, excluding mowing, in the amount of \$2500 plus an additional \$250 for materials. Additionally the firm would provide landscaping around the HVAC mechanicals for an estimated \$500 - \$1000. Motion by Harriet, second by Suzanne, to accept this proposal. All in favor. (4-0)
- **Executive Session:**
 - The Board went into executive session at 10:37 a.m. to discuss personnel matters. The Board reconvened the regular meeting at 10:54 a.m.
- **Strategic Planning:**
 - As part of the strategic planning process, the Board discussed the budget for the next fiscal year as well as the need to look three years out to better anticipate needs.
 - Also discussed were job classifications for staff members. Motion by Suzanne, second by Donna, to promote two employees to library aide with a commensurate pay increase. All in favor. (4-0)
- **Budgeting Process:**
 - The Board discussed the issue of exceeding the 2% tax cap imposed by NY State when formulating the library budget for 2023 -2024 fiscal year which begins July 1, 2023. Motion by Suzanne, second by Bob, to increase the tax cap to 6% for the 2023 2024 fiscal year. All in favor. (4-0)
 - To that end, the Secretary of the Board prepared A Tax Cap Override Resolution dated February 7, 2023.
 - This Resolution is provided as an addendum to these minutes.

Meeting adjourned at 11:56 a.m.

Next Board Meeting: March 14, 2023 at 9:30 a.m.

Minutes submitted by Bob Guiney