

## **Tupper Lake Public Library Board of Trustees Minutes, January 16, 2024**

**Call to Order** by Harriet Connolly at 9:35 a.m.

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

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

**Minutes of Meeting of December 11, 2023:** Motion by Suzanne, second by Rick to approve as amended. All in favor. (4-0)

**Public Expression:** None

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

- Therese reviewed the current financial position of the library. At present, there is nothing seriously out of line on the expense side and the income numbers are quite positive.
- The board discussed the possibility of investing some of the money market funds in a CD ladder to increase the return. Motion by Suzanne, second by Bob to have Therese explore investing \$150,000 with either Community Bank or Vanguard. All in favor, (4-0)
- Motion by Bob, second by Suzanne, to approve the financial report. All in favor. (4-0)
- Bills and payroll were reviewed by the board. Motion by Bob, second by Suzanne to approve. All in favor. (4-0)

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

- December's statistics show 1,525 patron visits, 106 phone calls fielded, 21 email requests answered, and 103 computer sessions provided.
- For all of 2023, the library had 21,095 patron visits.
- Kathy Tevlin has provided a service contract for our review. She is currently ill. Once she feels better, Paulina and I will meet with her.
- Have not yet heard from the school about the HVAC covering.
- Another Daiken wall unit has failed. I have reached out to Bill Contessa to get contact information for a Daiken Rep. He is waiting for a reply. The library will find the blueprints for the units.
- Catherin Sisco returned to work on January 10<sup>th</sup>.
- Hayley Denis hurt her back at work on 12/18 and we filed a worker's comp claim. She has not missed work and will be receiving physical therapy.
- Programs are humming along including Tupper Tots, LEGO Club, and Miss Lisa Crafts.
- The teen program is popular with a steady group of 10 to 15 in attendance at most sessions. Library is still looking for volunteers. The town is vetting and doing background checks for volunteers for the teen program.

### **Executive Session:**

- The board entered executive session at 10:45 a.m. to discuss personnel matters. At 11:35 a.m. the board reconvened the regular meeting.

**Meeting adjourned at 11:36 a.m.**

**Next Board Meeting: Tuesday February 13, 2024**  
**Minutes submitted by Bob Guiney**