

Tupper Lake Public Library Board of Trustees Minutes, December 11, 2023

Call to Order by Harriet Connelly at 10:34 a.m.

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

Adoption of Agenda: Motion by Bob, second by Donna to adopt the agenda as presented. All in favor. (5-0)

Guest Presenter: Kathy Tevlin joined the meeting to present an update on the website project. Ms. Tevlin experienced some health issues which delayed the completion of this project. Considering this, Ms. Tevlin agreed to provide the library with a full year of consulting work, at no charge, from the date of going live with the new website.

Minutes of Meeting of November 14, 2023: Motion by Rick, second by Suzanne to approve. All in favor. (5-0)

Public Expression: None.

Financial Officer's Report:

- The library is in sound financial shape currently.
- Motion by Donna, second by Suzanne to approve the financial report. All in favor. (5-0)

Bills and Payroll: Motion by Rick, second by Donna to approve. All in favor. (5-0)

Director's Report:

- Statistics for November show 1,858 patron visits, 91 phone calls fielded, 18 email requests answered, and 128 computer sessions provided.
- Have not yet heard from the school about the HVAC covering. Derrick Kennedy and his brother are plowing for us this year.
- Hayley Denis will be back for Winter Break from college 12/18 – 1/20.
- Tupper Tots, LEGO Club, and Miss Lisa Crafts continue to be popular.
- Perry Ground and the Tree Lighting were successful.
- Upcoming programs include Miss Lisa Crafts on 12/13, Blood Drive on December 14, and Movie Night on December 15

New Business:

- Courtney presented an estimate from Barkley's Safe and Lock of Canton, NY for the purchase and installation of up to five cameras to cover areas in the library which currently do not have camera coverage. Motion by Rick, second by Suzanne to move forward with Barkley's to provide cameras, hardware, and labor for an amount not to exceed \$3,500.00. All in favor. (5-0)

Executive Session:

- The board entered executive session at 12:59 p.m. to discuss personnel matters. At 1:10 the board reconvened the regular meeting.

Update on Staff Salaries:

- Motion by Suzanne, second by Rick, to approve the recommendations of library director Courtney Carey for staff members for calendar year 2024 as discussed in executive session. All in favor. (5-0)

Old Business:

- Strategic Plan Update – Need to select names in the community for the planning process.

Meeting adjourned at 1:15 p.m.

Next Board Meeting: Tuesday January 16, 2024

Next Strategic Planning Meeting: Monday, January 8, 2024

Minutes submitted by Bob Guiney