

Tupper Lake Public Library Board Meeting Minutes, December 10, 2024

Call to Order by Rick Wilburn at 9:37 a.m.

Attendance: Rick Wilburn, Susan Orlando, Donna Sloan, Sue McGowan, Bob Guiney, Library Director Courtney Carey, Therese Ellis

Adoption of Agenda: The agenda was adopted as presented.

Minutes of Meeting of November 12, 2024: Motion by Suzanne, second by Sue to approve. All in favor. (5-0)

Public Expression: None

Financial Officer's Report:

- Siemens Contract – Question arose whether occasional repairs should be reported as a separate line item or be included in the annual contract line item. Left as is for now.
- The library is in sound financial shape at this point, which is at 42% of fiscal year.
- Vanguard investment transaction in in process.
- Motion by Donna, second by Bob, to approve the financial report. All in favor. (5-0)

Bills and Payroll:

- After reviewing the bills and payroll for November, motion by Bob, second by Donna to approve. All in favor. (5-0)

Director's Report:

- November statistics include 1782 patron visits, 16 phone calls fielded, 42 email requests answered, and 95 computer sessions provided.
- We have hired Elevated Outdoors to construct the protective cover for the HVAC system. Supplies are ordered and the work should start soon.
- Barkley's installed the outdoor cameras on November 19th.
- The Siemens rep worked on getting the heat working in the Children's Room. He will return in the next few weeks to finish
- Website is nearing completion with a goal of January 15, 2025, to get it completed.
- Catherine Sisco is retiring. Her last day at the library will be December 19th.
- Staff Holiday Party is on Tuesday, December 17 @6:30 p.m.
- Evaluations of the employees have been completed.
- Monthly activities calendar has been provided for your information.

Strategic Planning:

- The board identified areas which will be its focus as it begins to implement ideas which were raised in the planning process. These items include staffing, technology upgrades, furnishings, roofing, carpeting, painting, and ADA compliance. A number of these items such as staffing needs, technology upgrades and exterior painting are more of an immediate consideration.

Executive Session:

- The board entered executive session at 10:53 a.m. to discuss employee raises.
- At 11:20 a.m. the board reconvened the regular meeting.

Vote on Executive Session Decisions:

- Following the discussions of the executive session, motion by Suzanne, second by Sue, to approve raises for the employees to become effective January 1, 2025.

Meeting adjourned at 11:26 a.m.

Next Board Meeting – January 14, 2025

Minutes submitted by Bob Guiney