

Tupper Lake Public Library Board Meeting Minutes, January 14, 2025

Call to Order by Rick Wilburn at 9:45 a.m.

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

Adoption of Agenda: The board adopted the agenda with additions.

Minutes of Meeting of December 10, 2024: Motion by Donna, second by Sue to approve. All in favor. (5-0)

Public Expression: None

Financial Officer's Report:

- In the absence of Therese Ellis, the board reviewed the income and expense figures for December.
- This being the halfway point of the fiscal year, it was noted that expenses should be at 50% or less to remain on budget.
- Generally speaking, most expense categories were at 50% or less with a few exceptions. In one case, the overage occurred because of the timing of the expense.
- Another exception for a few items is that the expense may have been mis-categorized.
- Motion by Bob, second by Donna to approve the financial report. All in favor. (5-0)

Bills and Payroll:

- The board reviewed the payroll and expenditures for the month of December.
- Motion by Bob, second by Donna to approve. All in favor. (5-0)

Director's Report:

- December statistics include 1718 patron visits, 110 phone calls fielded, 22 email requests answered, and 82 computer sessions provided.
- Annual statistics provided include 23,198 patron visits, 1,343 phone calls fielded, 255 email requests answered, 1,217 computer sessions provided, 243 programs offered attended by 3,689 individuals.

Building Updates:

- The HVAC system outdoor cover is complete.
- Siemens worked on the heat in the Children's room and in the basement.
- Siemens has recommended a few fixes to us that are not covered by the contract they have with the library. We will have to come up with a plan to fund these repairs on an ongoing basis.

Other Updates:

- Website – Kathi Tevlin, developer for the library's new website, passed away on December 1, 2024. The future roll out of the new website is uncertain at this time.
- Personnel – Catherine Sisco has retired from the library staff as of December 19, 2024.
- Monthly calendar of January programs provided for information.

New Business:

- Service Animal Policy – Motion by Suzanne, second by Sue to adopt The Service Animal Policy for the library as amended. All in favor, (5-0)
- Library/School Relationship: Further discussion is needed to recognize and clarify what exactly the roles of the school system and library are in this arrangement. A meeting with the school superintendent and other officials will be set for a time in February to discuss these matters.
- Annual Library Budget: It is the time of the year to begin budget planning for the next fiscal year which begins July 1, 2025. Perhaps, planning for a second full-time employee in the coming budget should be considered. A preliminary meeting with Therese and interested board members will be set up.
- The Adirondack Foundation gives potential funds for technology upgrades. Courtney and Suzanne plan to write a grant to upgrade our personal computers and create space for group research.

Meeting adjourned at 11:15 a.m.

Next Board Meeting: February 11, 2025

Minutes submitted by Bob Guiney