

Tupper Lake Public Library Board Meeting Minutes, June 17, 2025

Call to Order: by Rick Wilburn at 9:32 a.m.

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

Adoption of Agenda: Board approved agenda as presented.

Minutes of Meeting of May 6, 2025: Motion by Donna, second by Sue to approve the minutes as presented. All in favor. (5-0)

Public Expression: None

Financial Officer's Report: Therese Ellis presented her report on the condition of the library's financial status.

- At this point in the fiscal year expenses should be at 92% of the budgeted total. Currently the library's total expenses are running at 72% or 20% below budget.
- Currently the Vanguard investment account is earning sufficient interest to offset the loss of no fine fees.
- The board reviewed the bills and payroll report.
- Motion by Bob, second by Sue, to approve the financial report and the bills and payroll. All in favor. (5-0)

Director's Report:

- May statistics include 1756 patron visits, 102 phone calls fielded, 19 email requests answered, and 114 computer sessions provided.
- Brandon Moeller will be shampooing the rugs this month.
- Orkin came on June 13th to spray for ants.
- Siemens will be here on June 23rd at 8am for spring visit.
- Police came to review the video of a minor altercation which took place in the library.
- An individual is leaving books at the library. Police have been notified and are investigating.
- The library budget vote passed in May with 72 Yes and 6 No.
- Aspen Cassell, our cleaner has resigned.
- Macie Lanthier will replace him as our new cleaner and will also have a couple of regular circulation shifts.
- Hayley Denis is back permanently after having graduated from college.
- Programs are going well.

New Business:

- Errors and Omissions insurance coverage for directors and officers was discussed. Motion by Donna, second by Sue, to approve a three- year policy at a rate of \$1300 per year. All in favor. (5-0)
- Oath of Office forms for the new fiscal year were distributed to all trustees for signatures. All forms will be notarized at the July meeting.

Executive Session:

- The board entered executive session at 10:20 am to discuss the new contract for the library director and her evaluation.
- At 10:53 am the board exited executive session and returned to the regular meeting.

Approval of Policy Manual:

- Motion by Donna, second by Sue, to approve the Policy Manual as updated by Courtney. All in favor. (5-0)

Old Business:

- The board voted to approve an agreement with SLIC to provide internet service to the library at a rate of \$135.00 per month. Motion made by Donna, second by Sue. All in favor. (5-0)
- The board noted its appreciation for the work Seth McGowan did in researching the library's current internet service and the recommendations he provided.

Meeting adjourned at 10:53 am.

Next regular board meeting July 8, 2025

Minutes submitted by Bob Guiney