

## **Tupper Lake Public Library Board Meeting Minutes, July 8, 2025**

**Call to Order** by Rick Wilburn at 9:35 a.m.

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

**Adoption of Agenda:** Agenda was adopted as presented.

**Minutes of Meeting of June 17, 2025:** Motion by Suzanne, second by Donna to approve. All in favor. (5-0)

**Public Expression:** None

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

- With the full fiscal year having been completed, the financial figures for the library look good.
- Motion by Donna, second by Suzanne to transfer \$50,000 from the library's Money Market account to Vanguard. All in favor. (5-0) This brings the total balance invested with Vanguard to \$200,000.
- The board reviewed the bills and payroll report. Motion by Suzanne, second by Donna to approve. All in favor. (5-0)

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

- June statistics include 1989 patron visits, 107 phone calls fielded, 30 email requests answered, and 109 computer sessions provided.
- Brandon Moeller shampooed the rugs on Sunday, June 22<sup>nd</sup>.
- Siemens came on June 23<sup>rd</sup> and 26<sup>th</sup>.
- The technician was able to get most of the wall units working. The two units on the back wall still need repair. We are still waiting on a proposal to determine the cost of parts and repairs.
- SLIC is scheduled to complete the internet installation on July 18<sup>th</sup>.
- Tupper Lake Central School will no longer cover fire and alarm system costs, including the annual alarm inspection. The library is now legally responsible for maintaining and monitoring the system. Alarm monitoring is \$216 per year and the inspection which is \$560 annually. The board approved setting up an account with NCC Systems and this was done on June 30<sup>th</sup>.
- A staff member inquired about exceeding 30 hours per week when covering for a coworker. The library's current policy is that part time staff cannot exceed 30 hours in a work week.
- A film company has expressed interest in using the library as a filming and casting location. They would pay to use the space. The board was agreeable with this request.

### **New Business:**

- The board was presented with a contract from Siemens for approval. Motion by Donna, second by Suzanne to approve this contract in the amount of \$3000. All in favor. (5-0)
- All trustees signed an oath of office for the 2025/2026 fiscal year.
- Officers for the upcoming year remain the same with Rick Wilburn as President, Suzanne Orlando -Vice President, and Bob Guiney, Secretary.
- Courtney accepted her contract with the library for the coming year.
- At next month's meeting, the board will look at a job description for an additional full time position for the library.

**Meeting adjourned at 10:50 a.m.**

**Next regular board meeting August 5, 2025**

**Minutes submitted by Bob Guiney**