

Tupper Lake Public Library Board Meeting Minutes, December 9, 2025

Call to Order by Rick Wilburn at 9:40 a.m.

Attendance: Rick Wilburn, Suzanne Orlando, Donna Sloan, Sue McGowan, Bob Guiney, Therese Ellis

Adoption of Agenda: Agenda was approved as presented.

Minutes of Meeting of November 6, 2025: Motion by Sue, second by Donna to approve. All in favor. (5-0)

Public Expression: None

Financial Report:

- Therese noted that the library is at roughly 42% of the fiscal year and the library's expenses are generally under that percentage for this point in the year.
- The annual tax collection from the school has been received in the amount of \$304,866 and has been deposited in the operating account.
- Motion by Bob, second by Sue to approve the financial report and the bills and payroll for November. All in favor. (5-0)

Monthly Report to the Board:

- November's statistics include 1,643 patron visits, 61 phone call fielded, 26 email requests answered, 88 computer sessions provided, and 54 individuals using the community room.
- One of the children's room lights went out and Bruce Wild is working on solving that problem.
- The library switched to a new book company to order books and materials. We transitioned from Baker and Taylor to Ingram.
- Staff is adjusting well with no active director at present. When needed staff reports to Rick Wilburn on library duties, contacts for external programs and volunteer interest.
- Staff is curious about the board's efforts recruiting a new director.
- The library had two student volunteers from the National Honor Society who assisted with shifting shelving, dusting and tidying the library as needed. The staff was grateful for their assistance.
- Allie Wormuth completed an incident report of a customer injury on December 2nd. All parties are okay and safe. Rick Wilburn reviewed the report and it is now filed in the director's office.
- Regarding monthly calendar activities, the thought is to put some programs on hold until a new director is hired.

New Business:

- The board continues to advertise for director candidates. Motion by Suzanne, second by Donna to increase the advertising budget for prospective candidates to \$1000.00. Further outlets to place ads include the ALA, The Rochester Democrat and Chronicle, and the Albany Times Union.
- The board discussed salary increases for the staff. Motion by Suzanne, second by Sue to provide hourly salary increases for all staff. All in favor. (5-0)
- These increases are included as a separate addendum to these minutes.

- Also, the board voted to provide a separate bonus check for each employee in the amount of \$100.00 in addition to the two hours of pay for each month worked in 2025.
- Motion by Donna, second by Sue, to have Barkley's re-key the library. All in favor. (5-0)
- At a suggestion by Therese, motion by Suzanne, second by Sue to eliminate Special Bank Account at Community Bank and merge into the operating account. All in favor. (5-0)
- Board was encouraged to make the effort to check in at the library from time to time.

Meeting adjourned at 11:17 a.m.

Next regular meeting of the board is January 13, 2026.

Minutes submitted by Bob Guiney