

Tupper lake Public Library Board Meeting Minutes, April 14, 2026

Call to Order by Rick Wilburn at 9:36 a.m.

Attendance: Rick Wilburn, Suzanne Orlando, Donna Sloan, Sue McGowan, Bob Guiney, Library Director, Peter Nastasi

Adoption of Agenda: Agenda adopted as presented.

Minutes of Meeting of March 10, 2026: Motion by Donna, second by Sue to approve. All in favor. (5-0)

Public Expression: None

Financial Report: The board reviewed the financial report as well as the bills and payroll report for the month of March.

Also, as part of this report, Jen, from the Adirondack Foundation, joined the meeting via zoom to explain the workings of the Mary Stewart Fund and the Alberta P. Moody Fund. Currently, the value of the Mary Stewart Fund is \$63,953 and the Moody Fund has a value of \$145,243.

Over the years the value of the Moody Fund has declined from its original value of \$340,000 to its current level of \$145,000. Now the Adirondack Foundation is recommending that the library decrease its annual draw from this fund to build the balance back up over time. As a result of this conversation, the board felt that any guidance provided to the library over the past few decades, by the Adirondack Foundation, as how to handle these investments was scant at best, and more likely negligent.

The library is still able to make a draw from the Mary Stewart Fund in the amount of \$2300 by May of this year. Motion by Bob, second by Sue, to approve the financial report. All in favor. (5-0)

Monthly Report to the Board:

- March's totals show 1895 patron visits, 101 phone call fielded, 61 email requests answered, 126 computer sessions provided, 34 magazines loaned and 62 individuals who used the community room
- The director informed the board that he has established a routine of doing a building walkaround every day to detect if there are any building irregularities which need attention or any security issues. As the weather improves, he will do an outside inspection.
- Bruce Wild has replaced the door stop on the children's bathroom door. He has also replaced the crank on the director's office window so that it is once again operational.
- Siemens was here to do seasonal HVAC maintenance. They maintain that the MAU Blower Assembly Unit located outside the building has to be replaced. The projected cost of this work is estimated at \$3,073.00.
- The birch tree out front needs attention. A large limb came off and the tree needs attention and possibly be taken down.
- The director noted that he would like to keep the Simmons Room reserved for archival research and records use.
- The lighting in the vestibule area is not sufficient and makes it difficult for patrons to determine if we are open

- Hayley came up with the idea of an outdoor bulletin board to be placed next to the library's entrance. This would enable passersby to stop and see what's happening.
- Personnel: Am sending a weekly email to staff every Monday morning which highlights things we worked on the previous week that should be communicated to the whole group, give some information about anything significant coming up in the current week, and invite staff to reply to the group with things they'd like to share. I will begin to schedule one on one meetings with staff members to track long term projects, check on equipment issues and keep operations running smoothly.
- I have forwarded trainings, webinars, and workshops that the staff might find interesting.
- Theresa Mitrowitz would once again like to be placed on the schedule on a regular basis

Programs:

- We've added some new yoga and chair movement programs.
- We are bringing local author Bethany Adams to the library in June to discuss her book "Unsupported"

Executive Session:

- The board entered executive session at 10:35 a.m. to discuss personnel matters.
- At 10:58 a.m. the board reconvened the regular meeting.

Other Business:

- Following the executive session, motion by Donna, second by Sue to approve Peter to consult with a library attorney for a period not to exceed two hours. All in favor (5-0)
- Motion by Rick, second by Suzanne, to authorize the library director to make personnel changes as necessary. All in favor. (5-0)

Meeting adjourned at 11:05 a.m.

Next regular meeting of the Board is May 11, 2026

Minutes submitted by Bob Guiney