

Tupper Lake Public Library Board Meeting Minutes, May 6, 2026

Call to Order by Rick Wilburn at 9:30 a.m.

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

Adoption of Agenda: Motion by Rick, second by Sue to adopt as presented. All in favor. (5-0)

Executive Session:

- o At 9:33 a.m. the board entered into executive session with the following resolution: BE IT RESOLVED that the board goes into Executive Session 105(f), for purposes of discussing the particulars of a matter involving the dismissal of an employee and other personnel matters; and BE IT FURTHER RESOLVED that no vote shall be taken at such Executive Session; and BE IT FURTHER RESOLVED that any discussion of former employees at this meeting shall be confined to this Executive Session; and BE IT FURTHER RESOLVED that such Executive Session shall end within ten minutes, so the public can return to the open portion of the meeting. All ayes. (5-0)

The board reconvened the regular meeting at 9:43 a.m.

Minutes of Meeting of April 14, 2026: Motion by Sue, second by Donna to approve. All in favor. (5-0)

Public Expression: Seth McGowan

Financial Officer's Report: Therese reviewed the report for March. She noted that the school district has not billed the library for its contribution to the retirement plan for the past two years. The school district will have to be contacted to rectify this situation. The library is at 83% of its fiscal year and generally expenses and income are tracking in a favorable manor.

Motion by Donna, second by Bob, to approve the financial report and the bills and payroll report. All in favor. (5-0)

Director's Report to the Board:

- o Statistics for the month of April show 1696 patron visits, 72 phone calls fielded, 51 email requests answered, 98 computer sessions provided, 17 magazines loaned, and 67 room reservations for programming and/or community use.
- o Building and infrastructure updates:
- o Bruce repaired the window in my office and put up new signage on staff spaces
- o Siemens says we are on schedule to replace the blower outside withing the next couple of weeks.
- o Arborist is coming tomorrow to look at the birch tree out front.
- o Library was closed on April 27th so multiple service providers could visit and perform maintenance. We are in the final stages of activating Google Workspace under the Google for Nonprofits umbrella; staff and board will have tupperlakepubliclibrary.org addresses for official business.
- o Working toward finalizing PC order utilizing grant funds for this purpose.

Personnel updates:

- o Theresa has resumed a regular shift and is also filling in when needed.

- In touch with Franklin County civil service on all personnel matters.

New Business:

- Motion by Suzanne, second by Donna to authorize five additional hours of attorney fees to address employee termination. All in favor. (5-0)
- Motion by Suzanne, second by Bob, to support the director in pursuit of new hires and in the revamping of job descriptions for employees.
- Motion by Bob, second by Sue, to approve the finalized Social Media Policy and Photo Release form. All in favor. (5-0)

This Policy is included as an addendum to the minutes of this meeting.

Meeting adjourned at 10:24 a.m.

Next regular meeting of the board is June 9, 2026.

Minutes submitted by Bob Guiney