

Raquette Lake Library

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Raquette Lake, NY 13436
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January 10, 2022, Meeting

I. Calling meeting to order

Elizabeth Noonan ("Biz") called the meeting of the Raquette Lake Library to order on Monday, January 10, 2022, at 5:33 pm at the RL Library. Present: Biz, Jim Dillon, Jack Reagan, and Carolyn Dufft. Present by phone: Colleen Walsh and Desiree Lurf.

Approval of October 18, 2021 minutes: Biz made a motion to approve the October 18, 2021 minutes. Desi seconded it. All were in favor.

Public comment:

Nancy Grosselfinger had presented the following in writing prior to the meeting:

Greetings for a healthy, successful 2022.

Again I will not be able to attend the Regular Meeting of the Board as I will be out of the community pursuing several health objectives that cannot be easily realized while living in Raquette Lake. However, I will return!

1. I have been following the online NYS Library Trustees Book Club, a euphemistic way to deliver the now mandatory NYS trustee training for which every live attendee (even if not a trustee) gets a 'certificate' applicable to the mandatory training requirement. I have been gratified to have a few of my 'live' questions answered by the presenters.
2. More fully informed by the training I have to admit I was wrong in my previous communication regarding the NYS Open Meeting Law's requirements of an Executive Session. Such a session cannot be an independent, free-standing meeting. It must be entered into as a part of a Regular or Special Meeting at which other business is planned and announced to be transacted and *in addition* there will be an Executive Session which has a specific purpose announced from among those permitted by law, for example, 'to discuss the employment status of a particular individual'. The minutes of any Executive Session must be posted within one week indicating if any voted action took place, yes or no, and if yes, what it was.

Since I did not find the minutes of the Executive Session proposed for November 2021 I take it the meeting was not held. If it was held, not having been properly incorporated into a Regular or Special meeting, whatever transpired is void and

must be done over in the lawful manner. This meeting of January 2022 could rectify the situation.

3. One of the training sessions devoted itself to 'personnel' and it emerged that all libraries should have a Memorandum of Understanding or Contract of Employment with every staff member. The purpose of this document is to clarify for both the institution and the individual what the responsibilities and benefits are. It is foundational for employee evaluation as well. *I asked for this library's documents to learn that it has no such agreements in place.*

As a matter of good governance this situation should be rectified without delay. SALS and/or an attorney could provide models to be adapted for the Raquette Lake Library. The document would simply make concrete, in writing, what is already the case in terms of job title and responsibilities, number of hours, hourly wage, overtime/compensatory time/personal leave/sick leave, holidays, separation notification.

In large measure it would incorporate many of the matters to be reviewed and reaffirmed in the annual evaluation of the employee especially if a salary increase, change of title or warning is in order.

Such a document is not about the individual occupying a particular position, it is about the institution of the library as a public good and therefore fiduciary duty requires the trustees to put into place that which is for the good of the library to reduce any strain with an employee and protect it from any potential future legal action. The Library Trustee Book Club instructors made clear that most of the litigation libraries face deals with the matter of 'personnel' and having good policies and practices in place short circuits or halts depletion of library resources needed to resolve personnel matters. If an employee declines to sign the 'agreement' or 'contract' an additional form of declination would be signed by the employee to again protect the library.

4. In the same vein I asked for the library's 'personnel policies' to learn none exist in writing. **This too should be rectified without delay for reasons of good governance and fiduciary duty.** What *publicly supported institution* that employees people does **not** have 'personnel policies'? The Town? County? School district? Again, SALS and/or an attorney could provide models and guidance in preparing and adopting such policies for the benefit of the employees, current and future, to be reviewed and possibly up-dated on a regular basis along with the other mandated policies finally adopted one year ago. (Thank God!)

At the 2021 Annual Meeting two of us spoke to the issue of treating employees with respect and as the professionals they are expected to be as they work in a library, even a small library such as ours. If the taxpayers and donors knew that the basic documents of an 'agreement' and 'personnel policies' were not in place in this library they would be shocked and mortified. Since the founding of the library 100 years ago such fundamentals should have been accomplished. While trustees cannot be held responsible for what predecessors failed to accomplish (or guess why) they are

accountable for what they know about during their term of office. Let the records of the library show which trustees did something about making things right and those who couldn't be bothered to do so.

5. Based upon the minutes of the October 2021 I do not see a resolution of Jim Dillon's declaration of potential conflict of interest with regard to the purchase of heating oil from Raquette Lake Supply. The minutes have a number of question marks but no answers now more than one year out. What problem is the president/ board having in following the library's adopted Conflict of Interest Policy protocol?

I rest my case.

And will be watching for the timely posting of the minutes of all meetings as I continue to participate in the upcoming monthly online Library Trustees Book Club sessions of 2022. I hope you will join the c. 300+ of us already onboard across NYS. There is always something useful to learn about good library governance.

Thank you for allowing this public comment for inclusion in the meeting's records.

Nancy Grosselfinger

Addendum Public Comment for January 11, 2022 Board Meeting:

Since the RL library surveys indicate there is a clear interest in 'programming' at the library, this pre-packaged/librarian assisted technology education, under guidance from SALS, could be a great starting point for the RL demographic/library user profile, permanent and seasonal.

Imagine how the lives of so many people (and businesses) could be changed if full competence in technology could be achieved in RL! Think of all the relationships that could be enhanced during the continuing social distancing...Why shouldn't RL Library, arguably the most remote/smallest service population library in NYS c.100, be in the forefront of offering its patrons this educational opportunity?

Sign me up! Always something to learn----from the library.

Nancy Grosselfinger

Raquette Lake

Brief discussion of public comment:

The November meeting was in fact a special meeting with the purpose of an executive session. While we attempt to upload the minutes onto our website asap, they need not be posted according to the open meetings law but made available to the public.

The Board will investigate the personnel policy etc...

II. Treasurer's Report by Jim Dillon:

November

- Income: \$ 729.93
- Expenses: \$ 4,500.00
- Checking: \$ 54,506.88
- Savings: \$42,512.66

December

- Income: \$ 3,734.19
- Expenses: \$ 5,216.34
- Checking: \$ 53, 024.73
- Savings: \$42,543.19

Biz made a motion to accept the Treasurer's report and Jack seconded it. All were in favor.

III. Librarian's Report as done by Carolynn Dufft:

Item Circ:

Oct 2021: 214	Nov 2021: 175	Dec 2021: 212
Oct 2020: 251	Nov 2020: 183	Dec 2020: 204

ILL (out):

Oct 2021: 204	Nov 2021: 184	Dec 2021: 195
Oct 2020: 191	Nov 2020: 256	Dec 2020: 267

Biz made a motion to accept the Librarian Report. Jim seconded it. All were in favor.

IV. OLD BUSINESS

- **Conflict of interest:** Jim was excused to leave. Helmers and RLS were same price. Clark's was a little bit cheaper, but doesn't service. Makes more sense to stick with RLS.

Helmets: \$3.209

Clarks: \$2.99 w/o service

RLS: \$3.29

Based on review of price and service the board concluded that there is no conflict of interest. Biz made motion and Jack seconded it.

- **Audit:** Biz made a motion to make an review/audit done and Biz will contact her to follow up on it. Desi seconded it. All in favor.

One big number balance prop assets/capital funds is off by \$10,000; this has been a problem since the 1970ies/1980ies. This number has been off forever, no box in annual report to change. Thus, mistake keeps getting pushed forward.

- Awnings over the porch, can do this in spring, but should get columns done first
- leaf blower, will get battery powered one in spring
- fax to email: Carolyn to follow up will touch base with Desi on this.
- **Setting up credit card payments via website**, Desi to finalize with Biz and Jim.
- Pillars: update, Jeff Evans promised to get this done by spring
- conflict of interest (see above)
 - RLS \$3.19/gallon
 - Clark's \$
 - Helmers \$
- Centennial celebration (May 25, 2022)
 - Carolyn suggested getting banner & tote bags
 - Special event in connection to book sale
- Addition: Colleen believes we need an estimate. Jim cautioned that estimates are pricy and the numbers not always helpful. He also noted that there is another fund raiser in town to build the new fire station. Thus, an addition may not be timely.

V. New Business

- **Letter has been prepared for school board asking for \$11,500.** Biz made motion to accept the proposed letter. Jack seconded it. All were in favor.
- **Frontier bill will increase substantially in 2022.** Biz will look into E-Ray application, a funding for school and libraries for communication services (online and phone). SALS said they would help with 2022 bill.

- Carolyn had a question, whether her three sick days carry over year after year, since she recently suffered a concussion. Biz made motion to carry over the three sick days. Jack seconded it. All were in favor.

- Reminder re 2022 meeting dates
 - Proposed Meeting Dates 2022
 - Monday, January 10, 2022 5:30
 - Monday April 11, 2022 5:30
 - Saturday, August 20, 2022 10:00 am: Annual Meeting
 - Monday, October 17, 2022 5:30 pm: Budget Meeting

Public comment:

Jim made a motion to adjourn the board meeting at 6:56 pm. Jack seconded it. All were in favor.

The next meeting is a special executive session meeting scheduled for April 11, 2022 at 5:30 pm.