

Raquette Lake Library

P.O. Box 129

Raquette Lake, NY 13436

(315) 354-4005

January 9, 2023

I. Calling meeting to order

Elizabeth Noonan, “Biz” called the meeting of the Raquette Lake Library to order on Monday, January 9, 2023, at 5:33PM at the RL Library. Present were Biz Noonan, Kathy Riehle, Jim Dillon, Jack Regan, Colleen Walsh- by phone, andCarolynn Dufft. Also present was Dave Bull.

Dave Bull was introduced to the Board..

Approval of October 17 2022 minutes Jack Regan made a motion to approve the October 17, 2022 minutes. Biz Noonan seconded the motion. All were in favor. So moved.

Public comment: Public comment was received by email from Nancy Grosselfinger.

Public comment for the January 9, 2023 Board Meeting as part of the official record/minutes

Nancy Grosselfinger <grosselfinger@hotmail.com>
To: Raquette Lake <raquettelakelibrary@gmail.com>
Cc: "Dallas,Sara" <sdallas@sals.edu>

Mon, Jan 9, 2023 at 3:55 PM

Good evening,

1. I look forward to learning how the library has invested/will invest its c.\$40,000 currently held in a savings account earning very little interest. It is my understanding that relatively 'safe' financial instruments are now guaranteeing 4% or higher interest. I believe the trustees have a fiduciary duty to make prudent investments with the monies given to the library and not assigned to a current budget line. If the investments are staged (3 months, 6 months etc.) the monies could be available more readily if the need should arise. *Regular consultation with an investment specialist familiar with libraries should be enshrined in library planning after which the board takes action.* When seeking board members individuals with financial expertise should be sought out and drawn onto the board for the benefit of the library's long range financial planning. Current board members should avail themselves of additional in-service training in the financial area.
2. The NYS Annual Report on the library is due within the next 90 days. As you will recall it was brought to your attention at the 2022 Annual Meeting that there are a) **errors of fact** in prior annual reports, b) **no date provided for the 'assurance' by the board that the Report is complete and accurate.** The NYS Annual Report is one of the most consequential documents the library issues in a calendar year. It reports out information useful in library planning statewide, calculating state aide and used longitudinally to track the individual library internally. By submitting a Report that is not factually correct and approved by the Board the librarian and board members are exposing themselves to *knowingly* Filing a False Report, a criminal offense in NYS law. I urge the Board to correct its prior pattern by a) studying the proposed Annual Report draft for accuracy and completeness, asking questions for clarification as needed. b) holding a Special Meeting to review the draft Report and **vote on its approval before submission.**

As always I look forward to and appreciate the prompt presentation of the minutes of your meeting this evening. Thank you for serving the Raquette Lake library.

Nancy Grosselfinger

Treasurer’s Report by Jim Dillon:

October

- Income: \$115.66
- Expenses: \$4,237.40
- Checking: \$61,592.97
- Savings: \$42,754.07

November

- Income: \$859.07
- Expenses: \$3,618.57
- Checking: \$58,833.47
- Savings: \$42,818.20

December

- Income: \$1,410.32
- Expenses: \$5,883.74
- Checking: \$54,360.05
- Savings: \$42,818.20

Jim Dillon had previously provided copies of the December report to Board members for review. Jim noted that the \$40,000.00 is in an FDIC insured saving account and can remain there for now. Kathy Riehle was reminded to add the October and November figures in these minutes as well as the December figures.

Biz Noonan made a motion to accept the Treasurer's report and Kathy Riehle seconded it. All were in favor. So moved.

II. Librarian’s Report as done by Carolynn Dufft:

Item Circulation:

Oct 2022: 159	Nov 2022: 194	Dec 2022: 120
Oct 2021: 214	Nov 2021: 175	Dec 2022: 212

ILL Out (Items Transferred to Fill Holds):

Oct 2022: 202	Nov 2022: 206	Dec 2022: 205
Oct 2021: 204	Nov 2021: 184	Dec 2022: 212

Meraki report (Outside WiFi users):

no report

Carolynn Dufft reported that she is still weeding books from the stacks. Carolynn read a letter received from James and Carol McHale dated 12/23/2022.

- Carolynn and Jack from SALS have been working on redesigning the website and a link was sent to all Trustees for review. It is almost ready to launch. There is a logo of a loon next to the library's name. The website is laid out nicely, and includes a calendar of events on the main page as well as a drop down for the full calendar.
- The "Mango" language program has been up and running since November. It is a one year subscription and provides 77 languages that you can learn. You must have a Raquette Lake Library card and can add up to 5 people on your account. There will be a promotional piece in the newsletter about it. Carolynn found out that the Raquette Lake children with an Inlet Library card can set up an account using that card with special permission only.
- Carolynn asked that the Trustees please reply to her emails within 24-48 hours since some of them are time sensitive.
- Wednesday Night Kids Programs - Carolynn said she would like to do some programs with Biz Noonan on another night since Wednesdays is Carolynn's day off.
- Carolynn asked if the Library was interested in applying for grants through Centralization Grants; Old Forge Library just received a large grant. The Library used to apply for grants through them but the terms for the grant was very demanding. Biz Noonan asked Carolynn to look into the grants. It was suggested that Sue Norris would be a good source to find out about them.
- Carolynn said that she is taking the month of March off and has her shifts covered while she is gone.

Jim Dillon made a motion to accept the Librarian Report. Jack Regan seconded it. All were in favor. So moved.

III. OLD BUSINESS

- Trustees talked about on-line payments through Paypal. Kathy Riehle explained how it worked. It was agreed that Carolynn ask, if people would like to be able to pay on-line, in the next Newsletter. Kathy R. will look into the cost to use Paypal and report back to the Board.
- ADKLiving (formerly CAP-21) has a grant available that we could apply for to pay for the awnings. We need to order the awning now so that we have the cost we want the grant to cover.
- Biz has only heard back from one of the three Auditors. She will reach out to them again.

IV. New Business

- Carolynn would like to purchase a new shelf for the children's DVDs which are currently in a temporary free standing book holder rack.. The shelf, designed to hold DVDs, would be attached on top of the current book shelf on the right of the fireplace. Carolynn has a quote from Hal Manufacturing for \$844. The shelf once attached can also hold the youth DVDs that are currently on the fireplace mantle.

Jim Dillon made a motion to spend \$844 on a new DVD shelf from Hale Manufacturing, Second by Jack Regan. Discussion followed. All in favor. Motion approved.

- Biz Noonan is working on the Newsletter. Jim has his article done.
- SALS - Carolynn previously emailed the SALS Annual Agreement to the Trustees for review. Discussion followed. The Trustees would like to know the cost for this year. Carolynn will find that out and email it to the Board. Jim Dillon made a motion to authorize Biz to sign the Annual Agreement which is due by April 1st, and the Library has to pay what SALS charges, Second by Jack Regan. All in favor. Motion approved.
- Jack Regan announced that he was resigning from the Board of Trustee effective at the end of the meeting. Discussion followed on what the process was to replace a resigning Trustee. Biz Noonan looked up the By-Laws. When a Trustee resigns the rest of the Board promptly selects a replacement to fill out the term. Jack's term expires in 2023. Biz Noonan made a motion to accept Jack's resignation, Second by Jim Dillon. Jack was thanked for his years of service and will be missed by the Board. Jack said that he will still help with maintenance and getting the awnings up. All in favor. Motion approved.
- Biz Noonan made a motion to appoint Dave Bull as Trustee to serve out Jack Regan's unfinished term. Second by Colleen Walsh. All in favor. Motion Approved.

RESOLUTION: The Board of Trustees of the Raquette Lake Library thank Jack Regan for his services of many years.

Executive Session

Biz Noonan made a motion at 6:45 PM to go into Executive Session to discuss a personnel matter . Second by Kathy Riehle. All in favor. Motion approved.

The regular meeting resumed at 7:23 PM.

The Board of Trustees will meet on Thursday, March 2, 2023 at 5:30 for the purpose of an Executive Session to continue discussing a personnel matter because more information is required to make a decision.

2023 Meeting dates

- Monday, April 17, 2023 5:30 pm
- Saturday, August 19, 2023 10:00 am: Regular and Annual Meeting
- Monday, October 16, 2023 5:30 pm: Budget Meeting

Jim Dillon made a motion to adjourn the meeting at 7:28 PM. Biz Noonan seconded it. All in favor. Motion Approved.

The next regular meeting is scheduled for Monday April 17, 2023, at 5:30 pm.

Respectfully submitted,
Katherine M. Riehle
Board of Trustees secretary