

Raquette Lake Free Library

1 Dillon Road
P.O. Box 129
Raquette Lake, NY 13436
(315) 354-4005

March 2, 2023 MEETING

I. Calling meeting to order

Elizabeth Noonan called the meeting of the Raquette Lake Library to order on Thursday, March 2nd at 5:32 pm at the RL Library. Present: Elizabeth Noonan, Jim Dillon, Kathy Riehle,Carolynn Dufft. Others present via phone: Colleen Walsh.

II. Public comment: An email has been received from Nancy Grosselfinger

To the Board for inclusion in the Public Comment at the March 2, 2023 Special Meeting

1. The website does not contain the proposed agenda for the Special Meeting of March 2, 2023.
2. Any documents to be discussed are to be 'available' not less than 24 hours before the meeting. No documents are available on the website.
3. Special Meetings can address only those subjects on the proposed agenda, nothing more (no surprises, matters arising) in order for the public to be informed for purposes of their attendance/observation.
4. If any of the members of the board will be participating via Zoom/videoconferencing for voting purposes/quorum from ANY location other than the meeting space, that remote location must be identified in advance so the public can go to that location to 'observe' because that location is now part of the public business space. The By-Laws require 3 trustees be **present** to transact business.
5. Attendance of trustees 'by phone' is not permitted under the Open Meeting Law. Those trustees participating 'by phone' are essentially ABSENT. If there is a quorum of 3 trustees present it is their votes only that make valid voting decisions.
6. The minutes of any Executive Session are to be posted within one week of the meeting i.e by March 9, 2023.

Please see the attached document from the Committee on Open Government and the Library Trustees Handbook and Training for confirmation and elaboration.

I hope this is helpful in supporting the Raquette Lake Library's compliance with NYS law.

Nancy Grosselfinger

530 Antlers Rd.

Raquette Lake, NY

III. Open Meeting Law by Kathy Riehle

- Kathy Riehle completed the Open Meeting Law with Kirsten O'Neill. It was very informative. Meeting minutes must be posted within two weeks of a meeting, 1 week of an Executive Session. Handwritten drafts can be posted and then replaced with final minutes to meet the requirement.
- Must have a quorum to hold a meeting. If no quorum, cannot meet. If during a meeting if a Trustee has to leave causing less than a quorum the meeting must be adjourned until there is a quorum present.

IV. Librarian's Report byCarolynn Dufft:

Carolynn Dufft explained to the Board the history of her changes in her work hours and pay over the last three years.

V. EXECUTIVE SESSION:

Biz Noonan made a Motion to adjourn to Executive Session to discuss Carolynn's salary and vacation time. Second by Jim Dillon. All in favor. Motion approved.

The Board entered Executive Session at 6:00pm.

Biz Noonan made a motion to come out of Executive Session. Colleen Walsh seconded it. All in favor. Motion approved.

The regular meeting resumed at 7:10 PM.

The Board offered Carolynn Dufft a salary increase, paid vacation time, and sick days. Discussion followed regarding the days and hours the Library is open now compared to before the Covid shut down, and the number of hours Carolynn now works compared to before the Covid shut down. Carolynn asked for time to consider the offer and how it would affect her.

Biz Noonan made a motion to postpone the discussion until the April 17, 2023 meeting to give Carolynn time to consider the offer and time for the Trustees to review past minutes relating to Library hours and director pay amounts. Second by Jim Dillon. All in favor. Motion approved.

Biz Noonan made a motion to accept the 2022 Annual Report, which the Board has reviewed, and submit it to SALS. Second by Kathy Riehle. All in favor. Motion approved.

Jim Dillon made a motion to adjourn the meeting at 8:08pm. Second by Kathy Riehle. All in favor. Motion approved.

Respectfully submitted:

Kathy Riehle

Secretary

Raquette Lake Library Board of Trustees