

Raquette Lake Library

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

October 16, 2023

I. Calling meeting to order

Elizabeth “Biz” Noonan, called the meeting of the Raquette Lake Library to order on Monday, October 16, 2023, at 5:29PM at the RL Library. Present were Biz Noonan, Kathy Riehle, Jim Dillon, Dave Bull, Colleen Walsh- by phone, and Carolynn Dufft. Also present was Nancy Grosselfinger.

Approval of August 19, 2023 minutes Biz Noonan made a motion to approve the August 19, 2023 minutes. Jim Dillon seconded the motion. All were in favor. So moved.

Public comment: Nancy Grosselfinger gave the Board a copy of Budgets and Finance from the 2018 Edition of the Handbook for Library Trustees for our review. Nancy has highlighted several pertinent items to developing a Budget and the use of Audits.

Treasurer’s Report by Jim Dillon:

August

- Income: \$18,244.19
- Expenses: \$8,120.29
- Checking: \$39,219.32
- Savings: \$73,370.69

September

- Income: \$2,722.49
- Expenses: \$3,961.43
- Checking: \$37,980.38
- Savings: \$73,469.71

Jim reported that the September Treasurer’s report was mailed out to Trustees. October report not complete yet. Jim reported that \$406.73 was spent on Education, the balance was for travel expenses. Biz Noonan made a motion to accept the Treasurer's report and Dave Bull seconded it. All were in favor. So moved.

II. Librarian's Report as done byCarolynn Dufft:

Item Circulation:

Aug 2023: 742 Sept 2023: 348
Aug 2022: 661 Sept 2022: 324

ILL Out (Items Transferred to Fill Holds):

Aug 2023: 206 Sept 2023: 225
Aug 2022: 237 Sept 2022: 204

Meraki report (Outside WiFi users):

Aug 2023: unknown Sept 2023: unknown
Aug 2022: 1,284 Sept 2022: 492

Carolynn Dufft reported:

1. that the new shelf for the DVD has arrived but is not set up yet. Turbo Regan will help to install the new shelf.
2. Mango has had a total of 223 sessions of usage. A homeschooled family has signed up for Mango. Mango renews on January 1, 2024. Carolynn went over the cost for renewal which offered multi year savings. It was agreed that we would renew for one year and reassess next year if we should extend the contract to multiple years.
4. Carolyn has started weeding the books already.

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

III. OLD BUSINESS

- Awnings - All Awnings have arrived and Jack Regan has put one up by attaching it to the wall. Carolynn has called Sunsetter to order more wall brackets, Jack doesn't want to put in too many holes in the walls.. Carolyn demonstrated how it works. The awning extends out 6 feet. Carolynn noted that Sunsetter has sent straight valances to replace the scalloped ones that were received in error.
- Credit card payments via website, research is continuing.
- Audit: Biz Noonan called seven different offices and only one called back with a quote of \$4000 - 4500 for the review. They have asked her for more information. Kathy Riehle will reach out to the Old Forge Library board to find out who they use. Audits are at the discretion of the Board and not required by law.

- Carolynn Dufft spoke with the woodcarver in Old Forge, John about doing a loon for the library. He does not do commissions. He has done large loons in the past. Kelly from his company will call her when he is back from the winter.
- Carolynn Dufft does memorial plates for juvenile and Adirondack books.
- Biz Noonan is looking into the discrepancy between our Annual Report and our Policies as noted in an email received by Nancy Grosselfinger.
- Carolynn Dufft has been working with Chris Mandel at SALS to correct our monthly phone bill to \$101 a month from the \$150/month we are being charged.

IV. New Business

- Review of Collection Development Policy and Form for Challenging an Item or Materials in the Collection of the Raquette Lake Free Library - The Board trustees received copies of our current 2020 Collection Development Policy for review. Both will be discussed at the next Board of Trustees meeting.
- Proposed Meeting date for 2024 were reviewed and accepted as follows:
Monday, January 8 2024 5:30pm
Monday, April 15, 2024 5:30pm
Saturday, August 17, 2024 at 10:00am: Regular and Annual Meeting
Monday, October 21, 2023 5:30pm: Budget Meeting
- Dave Bull asked if the windows in the building need to be updated. Jim Dillon reported that he had them looked at and was told that they do not need to be changed out. We have storm windows that work with them for winter time.
- John Linck died on October 9th and we have received memorials paid to the Library in this memory.
- Thank you cards will be sent out to Sandy Schmitt and Deb Evans for the flowers around the library.

Annual Budget - the Board reviewed the 2023 Budget and discussed all line items for the 2023 Budget. Jim Dillon remarked that our Budget is close every year because Carolynn Dufft is very good at staying within the Budgeted expenses. Biz Noonan made a motion to accept the new Budget with expenses budgeted at \$62,500 and income budgeted at \$62,500. Dave Bull seconded the motion. All in favor. So moved.

Public comment: Nancy Grosselfinger asked about the tax cap violation that Sarah Dallas was going to look into. Jim Dillon has not heard any more about it. A few years ago the funds for the Library included in the School Budget were increased \$500 over the tax cap. Sarah Dallas was looking at the remediation requirements.

2024 Meeting dates

- Monday, January 8 2024 5:30pm
- Monday, April 15, 2024 5:30pm
- Saturday, August 17, 2024 at 10:00am: Regular and Annual Meeting
- Monday, October 21, 2023 5:30pm: Budge Meeting

Biz Noonan made a motion to adjourn the board meeting. Colleen Walsh seconded it. All were in favor. So moved.

The next meeting is scheduled for Monday January 8, 2024, at 5:30 pm.

Respectfully submitted,
Katherine M. Riehle
Board of Trustees secretary