

**Black Watch Memorial Library**  
**Board of Trustees**  
**Oct. 26, 2023**

**AGENDA**

**A. Call to Order/Roll Call:**

- The meeting was called to order at 11:16 am.
- Members Present: Steve Boyce, Cheryl O'Connor, Virginia LaPointe, Jill Cunningham  
Linda Cunningham, Paul Jebb, Susan Gravelle
- Others Present: Heather Johns, Library Manager;

**B. Review of Minutes:** Virginia LaPointe moved that the minutes be accepted with the correction that Jill had abstained from voting; Jill seconded; Susan and Paul abstained, everyone else was in favor.

**C. Public Comment Period:** no comments

**D. Treasurer's Report :** See the attached report. The Library has received a donation of \$100.

**E. Report of Director:**

- Heather has been investigating the transfer of the State Aid to a line item in the budget. It does not seem to be in our best interest to transfer it this year. She is waiting to hear from the Town as to whether it has to go into a specific line item or if it can be in a special account. The money needs to be in an area where there is a direct impact on patrons.
- The copier lease has been approved, however the Federal Tax ID for the Library comes up as registered to the Friends of the Library and the copier company is requesting a W9 form. Heather will fax them information from the State showing the number for the Library and investigate the need for a W9 form.
- Heather has been preparing the annual report for the Clinton Essex Franklin Library System. They request that we post documents on the internet - such as minutes of the Board meetings, By-laws, Public Service Policies, Strategic Plan etc. We can post these materials on the Town Website. She will send the information to Mark Wright and he will post it on the Website.
- The Library needs new walk-off mats in front of the two doors. The present ones are in terrible shape and a patron tripped on one yesterday. She is fine but this emphasizes the need for safer mats. Heather will fill out a maintenance request form and attach an incident report.
- Heather presented the Library statistics. - see attached
- There will be a Halloween Program for Children on Monday Oct. 30 at 6:00.
- The Library will be handing out candy on Halloween (Tuesday) and closing at 5:00

**F. Board Reports:**

**1. Committee Reports:**

- **Insurance:** We have been in contact with an Insurance underwriter who has had experience with Libraries and other non-profit organizations. We can get combined Liability and Property coverage. This will cover our liability for the Board members and also the snowshoes and cover property such as the copier. In the future we can expand to cover other property if needed. She will provide us with three quotes .

- **Policy:** The Staff has been updating the Public Service Policies for the Library. A packet of policies was presented and a motion made to adopt these policies. All were in favor.
- **DRI** - The Library did not make the cut for the DRI projects. It was deemed a good project and met the criteria but it was felt that there were other sources of funding available.
- **Next Steps:** Steve has reached out to several possible sources :
  - Donna Wotton from Ti Alliance and Pride will help us find funding
  - The Director of the CEF Library System will provide information about possible State Aid for Library construction.
  - Donna Wadsworth with Sylvamo may be able to help
  - Callie Brooks is with the Adirondack Foundation
  - Pearsall foundation
  - The local Pride and Chamber associations
- A task force has been established to begin investigating our next steps. Steve, Cheryl and Paul will serve on this force.

## **2. Old Business:**

- Strategic Plan - We started looking at our assets and challenges before we were interrupted by covid. This will be continued at our next meeting
- Library Bill of Rights.- It was requested that Heather add information from the library use policy to number 6. Jill moved that we accept this Library Bill of Rights. Cheryl seconded; all were in favor.

## **3. New Business:** none

**G. Report of the Town:** none

**H. Report of the Friends:** none

**I. Public Comment Period:** none

**J. Next Meeting Date:** December 14, 2023 at 11:15

**K. Adjournment:** Meeting adjourned at 12:15