

## Trustee Meeting Minutes March 14, 2022

Present: Carolyn Noble, Joshua Carter, Cheryl Warren, Rose Tallon, Megan Bush and Bridget Whalen-Nevin.

Excused Absence: Betsy Sponable.

Meeting called to order by Carolyn Noble at 6:30 p.m.

### Public Comments:

- None.

### Secretary's Report:

- Minutes from February 14, 2022 meeting were read and motion to approve by Rose Tallon. Joshua Carter second. All in favor.

### Treasurer's Report:

- Check register reviewed and motion to approve by Cheryl Warren. Second by Joshua Carter. All in favor to accept the Treasurer's Report and pay the monthly bills. Balance is \$109,514.59 (attached).

### Director's Report:

- State of Emergency will probably end tomorrow, March 16<sup>th</sup>, 2022. Discussion around emergency policies currently in place. Director will remove all emergency policies. All in favor.
- As discussed in the past, summer hours should be adjusted to accommodate MCS' summer program to optimize collaborations. Motion made by Carolyn and 2<sup>nd</sup> by Joshua to adjust Erin Begel's schedule to begin at 9:00 am during the summer. All in favor.
- Policy on Intellectual Freedom sent by NCLS for Trustees to adopt. Motion made by Cheryl, 2<sup>nd</sup> by Rose to adopt this policy. (attached) All in favor.
- Letter from the Town of Morristown IRT the annual budget (attached). We received a letter stating that the library overspent the annual budget for library repairs by \$4,251. The Director spoke with the Town Supervisor Frank Putman about how to fix this, as we do not see any invoices throughout the year. Frank will investigate further and let us know.
- The Director asks for Trustee support in approaching the BOE at their April 25<sup>th</sup> meeting at 6:00 pm. Megan Bush will attend this meeting with the Director with the required petition for our annual levy increase.
- Plein Air has approached the BHFD, The Town of Morristown, Morristown Promotions and the Gateway Museum in collaboration of the printing of the PA brochure. The general idea is that the local non-profits could host events during the PA weekend, providing a diverse choice of activities to draw more tourists to the area. The PA brochure would include these local offerings at no charge to their sponsors.
- Book Sale is on this year, August 6<sup>th</sup> 9 – noon. Artist Madeline Brown will be on-site to draw free caricatures of the children. A discussion of food trucks was held. Trustees know owners of these trucks.

### Executive Session for personnel report:

- Entered at 6:56 pm and closed at 7:10 pm.

### Old Business:

- Director has completed the AARP Senior Planet 5-week course and is now certified to teach their content to older adults. Classes will begin on Wednesdays in April.
- Shelving in children's area possible completion in May. Director has informed Hilsinger's that it is imperative the work be completed before summer vacation from school starts in June.

- The \$5,000 check from the Legislative Grant has been received. This money is slated for replacement of the fluorescent lighting in the children's room. The Director is working with electrician John Patterson of Ogdensburg. He has been to the library for a survey of our request and is ordering a prototype of the fixtures that we have requested. He was asked about the insufficient lighting in the stacks as well and will prepare a plan and estimate of cost.

**New Business:**

- Joshua was approached by the Citizen's National Bank of Hammond about needing signatures on library accounts. Rose will second Joshua on the signing of checks. Joshua and Carolyn will update the signatures on the CD.
- The library will have a table to promote Summer Reading at the Gateway Museum's Memorial Weekend Festival.
- 

Next meeting – April 12, 2022 at 6:30 pm.

Rose Tallon moves to adjourn, 2<sup>nd</sup> by Megan.

**The meeting was Adjourned at 7:42 p.m.**

Respectfully submitted,

Cheryl Warren, Secretary