

Raquette Lake Library

P.O. Box 129

Raquette Lake, NY 13436

(315) 354-4005

November 15, 2021: Special meeting for executive Session

I. Calling meeting to order

Elizabeth Noonan (“Biz”) called the special meeting of the Raquette Lake Library to order on Monday, November 15, 2021, at 5:38 pm at the RL Library for the purpose of conducting an executive session to finalize the Librarian’s job description and evaluation template. Present: Jim Dillon, Jack Regan, Elizabeth Noonan (“Biz”) and by phone Colleen Walsh & Desiree Lurf (“Desi”).

The job description was discussed with the Librarian and her suggested edits reviewed. At 5:53pm Biz made a motion to enter executive session and Desi seconded it. All were in favor. At 6:20 pm Jim made a motion to come out of the executive session and Jack seconded it. All were in favor.

The Librarian was informed that an addition was made to the primary responsibilities section of the job description, i.e. that the Librarian is to “maintain a professional working relationship with the board, staff, public and volunteers”. Jim made a motion to accept the job description and evaluation template and Jack seconded it. All were in favor.

Jack made a motion to send out a letter about the job description. Biz seconded the motion. All were in favor.

Other business that was briefly discussed:

- Jim updated on his discussions with Jeff Evans about enforcing the pillars with a concrete base.
- Biz received an email from Sara from SALS asking about whether an auditor should take a look at the annual report. Jim explained how a historic answer to a question impacted figures (which could not be corrected/adjusted).
- Carolynn turned in her hours for Saturdays and will be reimbursed \$15 per hour.

At 6:35pm Biz made a motion to adjourn the meeting and Desi seconded it. All were in favor.