

Raquette Lake Free Library

1 Dillon Road

P.O. Box 129

Raquette Lake, NY 13436

(315) 354-4005

OCTOBER 19, 2020 MEETING

I. Calling meeting to order

Elizabeth Noonan called the meeting of the Raquette Lake Library to order on Monday, October 19, 2020 at 5:35 pm at the RL Library. Present: Elizabeth Noonan, Jim Dillon, Carolyn Dufft and Jack Regan. Others present via Zoom: Colleen Walsh and Desiree Lurf.

II. Minutes from the Aug 22, 2020 and Sept 22, 2020 meetings

Minutes from the Aug 22, 2020 meeting were approved; Biz made a motion to accept the minutes and Jack seconded it.

Approval of the Sept 22, 2020 minutes. Biz made a motion to accept the minutes and Jack seconded it.

III. Public comment: E-mail received by Nancy Grosselfinger, summarized as:

Budget related: RLFL draft budget suggests to withdraw cash from savings if the NYS monies from SALS and Senate do not arrive. There is no presentation of 'savings'. No financial report is complete without information about funds held in investments and savings. How much is in savings? What proportion of savings would be moved to fill this shortfall? Is this prudent financing? What would a professional advise?

At the Town of Long Lake's recent Budget meeting, it was agreed that for the coming year 2021 each library would receive its previous allocation of \$20,000 but both libraries are to be advised by the Town Supervisor to expect SUBSTANTIAL reduction in 2022.

During the same meeting, the Long Lake librarian rose to make a five-minute presentation about her background, the status of the library's services and finances. It is my opinion that the RLFL missed the boat in not 'reporting' itself out, in person, and advocating on behalf of the library before its largest single source of VOLUNTARY donation. The Town makes about \$52,000 per year in 'donations', not required, but nevertheless taxpayer money distributed to local not for profit organizations. RLFL should prepare itself to make a cogent presentation for funding WHEN THE TOWN IS DOING ITS BUDGETING or sooner, not as suggested (January) when funding is already allocated. The advocacy should be in person and supported by brief written, accessible material as to how the Town's contribution fits into the library's budget as well as the implications of reduced support from the town.

Non-budget related comments:

- a. The library should always be presented by its legal name Raquette Lake Free Library (RLFL for short). Likewise document letterheads should include the full legal address, 1 Dillon Rd. not just PO Box.
- b. Many times there are only phrases or bullet points in minutes where there should be full sentences with a subject, verb etc. closed with a period. RLFL is supposed to be a literate organization promoting literacy and serving the community with pride. It does this best by being grammatically correct in its own outputs.
- c. Frequently when a document has a written out date (such as charter, registration) it is followed by the shorthand of number 8/8/20. Beside being uneven it lends itself to misinformation. Write out August 8, 2020. Dating all documents is important for review purposes as well as indexing by subject.
- d. The standards for Memorial Books do not contemplate books not in paper format i.e. downloads. How will those (uncatalogued) materials receive comparable recognition?

IV. Treasurer's Report (for October) by Jim Dillon:

- Income: \$550.39 (430 membership and 100 in Honor of Carolynn and 17 from jar)
- Paid Bills: \$ 3,503.04 (there were special expenses re 1,012 audio books, SALS JA which normally charges \$123 per month, but Jan/Feb had been inadvertently skipped, thus large bill of \$579.39)
- Checking: \$35,678.25 (after bills paid)
- Savings: \$42,258.72

Biz made a motion to accept the Treasurer's report and Jack seconded it. All were in favor.

V. Librarian's Report as done by Carolynn Dufft:

Item Circ:

Aug 2020: 338 Sept 2020: 378

Aug 2019: 989 Sept 2019: 417

ILL (out):

Aug 2020: 206 Sept 2020: 194

Aug 2019: 202 Sept 2019: 210

Open since Sept 29, 2020. Signs are on door. Most people rather do curbside and a few people have come in. Greet at door, door locked, spritz hands, go over instructions, come in to browse. Children's area and ADK area closed. Quarantined area is youth section. Nobody has come in with their device nor asked to use the computer.

Jim made a motion to accept the librarian's report and Biz seconded it. All were in favor.

VI. BUDGET

2021 estimated income

County \$1,000
Town \$20,000
School \$11,500 (request \$12,000 in January or so...)
LLIA/SALS \$1,500
Don./Membership \$12,000
Linck interest \$100
Copies/cards/bags \$100
Book sale \$1,500
Donation jar \$100
Senate grant \$0
Memorial gifts \$1,500
Insurance refund \$100
Can deposit \$3,000
Total \$52,400

Estimated expenses

Books \$ 8,500
Memorial books \$ 1,000
Audio Books \$2,000 (can we move to audible or audio books via SALS)?
Non print \$2,000
Periodicals \$750
Staff \$26,500
Fuel \$2,500
Electric \$600
Insurance \$1,500
Phone \$800
Office supplies: \$750
Postage: \$250
SALS JA: \$2,400
Travel & Mileage: \$400

Computer: \$750
Repair: \$350
Programs: \$100
Education and Training: \$500
Fund raising: \$750
Total \$52,400

Jim made a motion to accept the proposed budget, Biz seconded motion. All were in favor.

VII. OLD BUSINESS

o Policies

1. Amended sexual harassment policy
2. whistle blower policy
3. patron complaints
4. incident report form
5. challenges to library collection
6. open meetings law policy
7. disaster and emergency plan
8. library website
9. continued education
10. code of conduct/ethics
11. unattended children
12. library and equipment use
13. Lending Rules & Non-Resident Borrowing

Jim made a motion to accept all policies as a draft. Biz seconded it. All were in favor.

- o Potential conflict of interest: Jim Dillon informed the Board that he as owner of Raquette Lake Supply delivers fuel to the library. In his absence the Board discussed this issue and decided to compare RLS's prices with that of other providers to exclude an undue advantage potentially triggering a conflict of interest. Further inquiry. No motion.
- o Potential audit: No audit necessary at this time. Desiree made a motion. Biz seconded. Jim abstained. All others in favor.
- o Long range plan and survey outcome: Desiree presented the outcome of the survey, based on the written summary she had drafted. The survey analysis will be posted

online. The long-range plan had already been posted online. Work on that will be continued and the community involved.

- o Minimum standards update: We are on track with the minimum standards. The remaining policies have been reviewed in a primary reading. They will be posted online as drafts and will be tabled for adoption in the January 2021 meeting. We will continue working on the long-range-plan (the draft is now online) and continue to involve the community. For 2021, we will identify and schedule technology training for our Library Director. We will communicate with SALS.
- o Letter to school: president will send the letter in January asking for an increase of funding to \$12,000
- o Scanner: A new scanner was donated to the library by Desiree. Carolyn (and the trustees) will discuss technological devices with SALS. Ideally, the library would need one top of the line printer/copier/scanner (and potentially fax) that is easy to use. Right now, there are 4 separate devices. Board's goal is to downsize, simplify and provide exemplary technological service. This will be linked to Carolyn's technology training.
- o Fax to email: Instead of using a fax machine a scanned document can be sent via an app or email. This is usually more cost efficient. This too will be discussed with SALS.

VIII. EXECUTIVE SESSION:

Biz made a motion for Executive Session to discuss the employment of a certain individual, Jack seconded it. All in favor.

Biz made a motion to come out of Executive Session. Desi seconded it. All in favor.

Biz made a motion to adopt the new reopening plan. It was seconded by Jim. All in favor.

IX. New Business

- o Meeting schedule for 2021: Jan. 11, 2021 at 5:30pm; April 19, 2021 at 5:30pm; Aug. 21, 2021 at 10:30 am and Oct.18 at 5:30pm.

Jim made a motion to accept. Biz seconded it. All were in favor.

- o Internet Booster: Carolyn will get more info from SALS.
- o Riser for reception: Carolyn requested a counter/desk extension. Jack helped and worked with Bob Waldron on the plan. Bob Waldron said he would do it free of charge!

- o Electric for outdoors: Jack and Carolynn will look into the possibility of creating outdoor sockets.
- o Jack had built Carolynn a Plexiglas shield.
- o Jack and Turbo put away furniture for the winter. Thank you!

There being no further business, Biz made a motion to adjourn the meeting and Colleen seconded it at 9:18 pm. All were in favor.

The next Zoom meeting is scheduled for January 11, 2021 at 5:30 pm.