

Raquette Lake Library

P.O. Box 129

Raquette Lake, NY 13436

(315) 354-4005

January 11, 2021 MEETING

I. Calling meeting to order

Elizabeth Noonan called the meeting of the Raquette Lake Library to order on Monday, January 11, 2021 at 5:41 pm at the RL Library. Present: Elizabeth Noonan, Jim Dillon, Carolyn Dufft and Jack Regan. Others present via Zoom: Colleen Walsh, Desiree Lurf and Nancy Grosselfinger.

II. Minutes from the Oct. 19, 2020 meeting

Minutes from the Oct 19, 2020 meeting were approved as amended with the following two changes:

- (i) Clarification of the executive session
- (ii) Carolyn's desk extender

Biz made a motion to accept the minutes and Jack seconded it.

III. Public comment: Comments were received in writing by Nancy Grosselfinger.

January 9, 2021

Happy 2021!

In preparing for the upcoming schedule board meeting in 24 hours' time I make the following observations for the record:

1. The minutes of October 2020 indicate the 13 draft policies will be posted on the website. I cannot find them there.
2. Likewise the results of the community survey are to be posted. I cannot find this document.
3. Similarly the draft Long Range Plan is listed as already posted but I cannot find it.
4. The October 2020 meeting adopted budget has not been posted independently (woven into minutes). I believe there is an addition error in the estimated expenses.
5. The minutes indicates the board went into executive session. According to the Open Meeting Law the motion to go into Executive Session must specify the exact purpose for doing so. There are only a few permissible reasons and the motion for the session must explicitly mention one of the reasons. Language might be 'I move the board go into executive session to discuss the personnel evaluation of the director or pending litigation with XYZ Corp.' Usually the minutes record the time the board goes into the executive session, the time it comes out of executive session and any decision it might have taken by vote while in session even if the vote is to adjourn further discussion to a further meeting. AS THE TRUSTEES MANUAL INDOCATES IT IS AGAINST THE LAW TO GO INTO EXECUTIVE SESSION FOR ANY REASON

OTHER THAN THOSE PERMITTED BY THE OPEN MEETING LAW and that reason must be very specific. (The minutes of the Hamilton County Board of Supervisors provide a good local example of correct procedure and recording. Laura Abrams, Clerk to the Board could be a helpful resource.)

6. Since the October meeting lasted almost four hours it would be helpful for those not present to have an idea how the time was spent. Marking the time in and out of executive session would help provide this perspective.
7. Four hours for a meeting is much too long (two hours beyond recommended) and way too late into the night for safe driving home! I suggest streamlining the process by circulating/posting online various reports in advance in order to focus on discussion and voting. Also you might consider holding meetings during daylight on days and hours when your public would be available to attend.
8. There are several grammatical errors, incomplete sentences, abbreviations and nicknames that need correction. Wouldn't it be in order to write a short 'thank you' note to 'Turbo' and all others who donate their time to the library?
9. It would be more helpful if the librarian's report showed longitudinal data in various areas. For example, a line graph showing local adult circulation, by month, starting in 2015. Same for children's circulation. Similarly inter library loans coming into the community, by month, for several years. And inter library loans going out of the community, by month, for several years. This will help identify changes over a wider period of time (not just same time last year) in the various classifications to see who and how the library is serving the community, local or elsewhere, against our population statistics (resident and seasonal). This can be used for staffing, acquisitions and other purposes. SALS probably has a software program that makes this easy after the initial effort.
10. Previously the minutes recorded a need for greater public relations as per the survey results/draft long range plan. Where in the adopted budget is this expanded public relations effort incorporated? Other libraries regularly announce their new acquisitions, resources, hours, activities in narrative or column form in the local paper. Posting on NCPR community calendar is free.
11. The notice for the January 11th meeting was not posted two weeks prior in places in the community nor is any electronic address posted. These are requirements of the Open Meeting Law. Maybe the meeting is not taking place as previously indicated?

In addition, she suggested we say we move to accept these minutes as amended.

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

- Income: \$1,163.15
- Paid Bills: \$ 5,885.70
- Checking: \$ 30,955.70
- Savings: \$42,258.72

Report for December:

- Income: \$1,081.60
- Paid Bills: \$ 3,708.66
- Checking: \$ 28,328.61
- Savings: \$42,258.72

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

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

Item Circ:

Oct 2020: 251 Nov 2020: 183 Dec 2020: 204
 Oct 2019: 252 Nov 2019: 186 Dec 2019: 120

ILL (out):

Oct 2020: 191 Nov 2020: 256 Dec 2020: 267
 Oct 2019: 194 Nov 2019: 194 Dec 2019: 188

The Library Director and her staff are in the middle of weeding. The multi device (printer/faxer/scanner) was ordered. The library is waiting for delivery. Purchasing the Allen Air Purifiers, order is ready to go. Patrons still mainly do porch-side pick-up, some come in.

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

VI. 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

Biz made motion to accept the 13 draft policies, Jack seconded the motion. All were in favor.

- Potential conflict of interest: The Board still needs to get comparables to assess the potential for a conflict of interest (i.e. by getting a bill from Jim re heating oil and comparing gallon prices with another provider).
- Long Range Plan: Biz made motion, Colleen seconded. All were in favor. Biz will clean it up and repost it.
- Letter to school: president sent letter to school asking for an increase of funding to \$11,500
- Fax to email: Desiree will suggest service once new machine is installed and Carolynn provided training.
- Internet Booster: Carolynn will get more info from SALS.
- Electric for outdoors: Jack and Carolynn will look into the possibility of creating outdoor sockets in spring.

VII. New Business

- Biz to talk to Jack from SALS about email sign up on website and other links on website/surveys etc.

VIII. Second public comment

Nancy Grosselfinger reminded the library that according to the Open Meetings Law, documents subject to discussion must be made available to the public prior to a meeting. The Library had posted its policies and “Long Range Plan” in the “about” section of its website since prior to the last board meeting.

There being no further business, Biz made a motion to adjourn the meeting and Colleen seconded it at 6:21 pm. All were in favor.

The next Zoom meeting is scheduled for April 19, 2021 at 5:30 pm.