

Lyme Free Library
January 9, 2023
Board Meeting Minutes

Board Meeting: January 9, 2023; The meeting was called to order at 6:00 pm.

Trustees Present: Doug Warneck, Melissa Koffs, John Rusho, Barb Peck, Judi Bates, and Patti Hughes, Librarian. Also present was Mike Harris, Architect, BCA Group.

Not present: Susan Tontarski and Mary Hyde

The meeting commenced with a presentation/discussion with Mike Harris, Architect, BCA Group regarding the Library's handicap ramp. Mike presented several options including a covered ramp, ramp relocation, and current ramp renovations. He will continue to research additional options. Mike was thanked for his input and excused from the meeting at 6:10 pm.

Secretary's Report:

- The minutes will be amended changing the reference to the Library's outdoor sign from "lighting" to "electric."
- A motion to approve the November 14, 2022 Board Meeting Minutes as amended was presented by Judi; seconded by Melissa. All approved and the motion carried.

Treasurer's Report:

- A motion to approve the 2023 LFL Budget as presented was made by Judi; seconded by Melissa. All were in favor and the motion carried.
- Judi explained when Gouverneur Savings & Loan took over Citizens Bank of Cape Vincent, they instituted service charges on our current accounts. The Bank agreed to end the practice and remove all current charges.
- As of December 31, 2022, donations from the annual Mail Campaign total approximately \$9,380.00.
- Corrections were made to the copier billing; however, it appears the account is still incorrectly stated. Judi will continue to research the issue. Staff will continue to monitor the number of copies we are billed for each month.
- A motion to create a resolution to override the Tax Cap was made by Barb; seconded by Melissa. All were in favor and the motion carried.
- Financials - The Treasurer's Report was presented by Judi; A motion to accept the report was made by Melissa, seconded by Barb. All approved and the motion carried.

President's Report:

- A motion to renew John's Board term was made by Melissa; seconded by Judi. All were in favor and the motion carried.
- Patti presented ideas regarding new Board Members. Following discussion, it was agreed she will invite them to the next Board meeting to gauge their interest in joining the Board.
- A motion to present retired Board Member, Joy Seymour, with a \$200.00 gift card in thanks for her service was made by Melissa; seconded by John. All were in favor and the motion carried.
- Doug reminded all Board Members of the annual required Sexual Harassment training. A link for the online training was provided.
- Doug reminded all Board Members they are required to complete a minimum of two additional hours of annual Trustee training. A variety of online sessions are offered through NCLS. Patti also reminded everyone the NCLS Annual Meeting also counts towards the training requirement.
- Patti presented the draft Trustee Education Policy. She will amend the policy as needed and post it on the Library's website in accordance with preparations for next month's Board vote.
- Patti presented the draft Videotaping Policy. She will amend the policy as needed and post it on the Library's website in accordance with preparations for next month's Board vote.

- A motion to apply for the 2023 NCLS Construction Grant was made by Judi; seconded by Bard. All were in favor and the motion carried.
- A motion to approve the disbursement of up to \$5,000.00 into an emergency fund designated for the replacement of a new furnace was made by Judi; seconded by Barb. All were in favor and the motion carried.
- The annual petition for the Library's inclusion on the Lyme School ballot has begun circulation. A minimum of 25 signatures are required for the petition which must be filed in March. The vote is scheduled for the third Tuesday in May.
- All agreed the old outdoor sign may be disposed of, unless Mary needs it for the 100th Anniversary events.

Librarian's Report:

- Patti thanked all for the staff holiday gifts and recent pay increases.
- The current Library computers are more than 10 years old and should be replaced. Patti will research.
- Melissa will research Cape Vincent Correctional Facility inmates constructing additional shelving for the children's section.
- The Stewart's Holiday Match grant was submitted on January 3, 2023.
- Patti will work with Judi on the Annual Report.
- Patti is coordinating regularly scheduled Library sessions for local homeschooled children, as well as another exclusively for toddlers.
- The Library is currently offering old large-print books for sale to the public.

Committee Reports:

Buildings & Grounds:

- John will contact JP Hazelwood regarding doing small construction jobs as needed for the Library. Doug will also contact A&E Contracting.

100th Anniversary:

- Barb is working on the first installment of the Library's history to be published in the Lyme Light. A draft will be sent to all Board Members for approval by the end of January.
- Barb will check with Watertown Savings Bank to see if the parade may conclude in their parking lot. The parade is scheduled for Saturday, July 1, 2023 at approximately 1:00 pm.

Old Business: None

New Business:

- Judi has secured dates for the 2023 fundraising Bottle & Can drives as follows; May 26 – June 5; June 30 – July 10; and September 1 – 11.

Executive Session: None

Adjournment:

- A motion to adjourn the meeting at 7:25 pm was made by John; seconded by Melissa. All approved and the motion carried.

Next Meeting: Monday, February 13, 2023

Submitted by: Barb Peck