

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
November 18, 2024

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the November 18th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the main floor of the library.

Approval of the minutes of the previous meetings – October 21, 2024, October 28, 2024

Treasurer's Reports – August 2024, September 2024

Action on Bills –October 2024

Communications –

Library Report - November 2024

Librarian Report - November 2024

Old Business – Trustee Training Sharing Session
 Roof/Window Project
 Air Conditioning
 Policies: Employee Code of Conduct, PT Personnel, Resignation

New Business – Staff Development Day

Anticipated Executive Session - for the purpose of discussing personnel relating to matters of job descriptions and promotion

Date for Next Board Meeting – Monday, January 27, 2025

Adjournment

Minutes of the Wead Library Board Meeting October 21, 2024

Present: Melissa Benardot, President
Anne Werley Smallman, Secretary
Chris Eggsware, Vice President
Lucille Poirier, board member
Jeanne LeClerc, Treasurer
Mary McDonald, Principal Library Clerk
Chelsie Russo, Librarian I

Call to order: 7:00 pm by Melissa Benardot, President

Motion to approve minutes from September 23 and October 7, 2024 by Lucille Poirier/second by Jeanne LeClerc. Unanimously approved.

Motion to approve July 2024 treasurer's report by Chris Eggsware/second by Jeanne LeClerc. Mary McDonald passed along Malone CSD Treasurer thanks for our patience; she's aware of how late the treasurer's reports are being provided to us. Unanimously approved.

Motion to approve September 2024 bills by Lucille Poirier/second by Chris Eggsware. Unanimously approved.

Communications:

- Thank you notes sent to book sale volunteers
- Received a book donation from previous employee's daughter, Natalie Stewart-Smith. Thank you note sent.
- Emails with author Carole Hoenig re: author visit and book club
- Anonymous donor of \$1000; thank you note sent.
- Email from Andrea Dumas communicating a patron's concern that our election book display was biased. Chelsie Russo responded.
- Malone Telegram publicized Library Crawl and book sale
- Press Republican article on sustainable clothing swap

Library Report: (see attached)

Librarian Report: (see attached)

Old Business:

- Roof/Window Project - Hazmat Proposal: Atlantic Testing needs the signed proposal to start and can undertake the hazmat survey quickly. The library will not need to close during the survey. Melissa Benardot signed and Mary will forward to Atlantic Testing.

New business:

- Motion to revise 10/7/2024 version of the Personnel Code of Conduct to include sections on both penalties and reporting, by Lucille Poirier/second by Chris Eggsware. (see attached) Approved unanimously.
- Motion to discuss draft promotion policy by Lucille Poirier/second by Chris Eggsware. Anne Smallman suggested we add language that requires the Board to notify employees requesting promotion of their decision in writing. Motion Approved unanimously.
- Motion to discuss draft phone policy by Chris Eggsware/second by Jeanne LeClerc. Corrections/changes proposed; draft will be updated and presented again for review.
- Motion to create a resignation policy by Lucille Poirier/second by Chris Eggsware. Many draft policies and policy language from other libraries were taken into consideration in discussion of a draft policy. Three items were identified as the most important decisions: mode of notification of resignation, timeline of submission, payment of any accrued leave. The motion was tabled in expectation that a draft policy will be created and brought before the board next meeting.

Entered Executive Session for the purpose of discussing personnel relating to matters of job descriptions on motion by Jeanne LeClerc, second by Chris Eggsware at 8:29pm.

The board exited Executive Session at 10:09pm on motion by Chris Eggsware/second by Lucille Poirier.

Motion by Chris Eggsware to adjourn, second by Jeanne LeClerc. Meeting adjourned at 10:10pm

The board will meet October 28, 2024 for an anticipated Executive Session at 7pm.
The next regularly scheduled board meeting will be November 18, 2024 at 7pm.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

**Minutes of the Wead Library Board Meeting
October 28, 2024**

Present: Melissa Benardot, President
Anne Werley Smallman, Secretary
Chris Eggsware, Vice President
Lucille Poirier, board member
Jeanne LeClerc, Treasurer
Mary McDonald, Principal Library Clerk

Call to order: 7:03 pm by Melissa Benardot, President

Motion to move into Executive Session for the purpose of discussing personnel relating to matters of job descriptions at 7:04pm on motion by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.

The board exited Executive Session at 9:49 pm on motion by Chris Eggsware/second by Lucille Poirier.

Old business:

- Motion to accept the draft *Wead Library Computer and Personal Phone Use Policy* by Lucille Poirier/second by Chris Eggsware. (see attached) Anne Smallman made suggested edit to third paragraph: change from "make personal business or medical calls" to "receive time sensitive personal business or medical calls." Approved unanimously with changes.

New business

- Motion to provisionally appoint Chelsie Russo to Librarian II with increased salary of \$48,642.40 dated to October 3, 2024 by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Motion by Chris Eggsware to adjourn, second by Jeanne LeClerc. Meeting adjourned at 9:54pm

The next regularly scheduled board meeting will be November 18, 2024 at 7pm.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees