

**Wead Library**  
64 Elm Street  
Malone, NY 12953

**Agenda**  
**October 21, 2024**

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the October 21st 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 – September 23, 2024, October 7, 2024

Treasurer's Reports – July 2024

Action on Bills –September 2024

Communications – Sent: Thank you to book sale volunteers

Thank you to N Stewart-Smith for children's book donation

Emails with author C Hoenig regarding book club and visit

Received: Email A Dumas regarding voter issue

Malone Telegram: Library Crawl & Book Sale article

Library Report - October 2024

Librarian Report - October 2024

Old Business – Trustee Training Sharing Session

Roof/Window Project - Hazmat Proposal

New Business – Policies: Promotion, Phone Use, Resignation

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

Date for Next Board Meeting – Mon, October 28, 2024 @ 7:00pm *anticipated executive session*

Mon, November 18, 2024 @ 7:00pm

Adjournment

## Minutes of the Wead Library Board Meeting September 23, 2024

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

Call to order: 7:02 pm by Melissa Benardot, President

Motion to approve the minutes of the June 17, 2024 & August 1, 2024 meetings by Chris Eggsware/second by Jeanne LeClerc. Correction to August 1 minutes: delete second motion to adjourn. Approved unanimously.

Motion to accept the May 2024 and June 2024 treasurer's reports, by Chris Eggsware/second by Lucille Poirier. Mary McDonald noted that Janitorial Services exceeded the budget by \$1010.00. Approved unanimously.

Motion to transfer \$1010.00 from L4600-921R Building Fund & repair to L4600-400R Janitorial Service and Supplies, by Lucille Poirier/second by Anne Werley Smallman. Approved unanimously.

Motion to accept the June 2024, July 2024, August 2024 bills as paid, by Chris Eggswarer/second by Jeanne LeClerc. Approved unanimously.

### Communications:

- Card sent to USPS employee moving
- Thank you email to D&M Lane for \$5000.00 memorial donation - in memory of son Mark.
- Thank you to F&L Purdy for pantry information
- Received email from CEFLS - K Lawrence compliment for excellent patron service
- Received: Adult book club participant Bonnie Pickering email exchange with author Chris Bohjalian
- Malone Telegram article printed articles based on CEFLS press releases on Wead personal care pantry & digital magazines on Libby. Copy of article sent to Anja Bouchard at CEFLS who got the grant to fund the digital magazines with a thank you for securing the funds; Anja replied with usage statistics for Malone, which are increasing.

Library Report by Mary McDonald: *see attached*

Librarian Reports by Chelsie Russo and Karlee Martin: *see attached*

### Old Business

- Trustee Training Sharing Session: Chris Eggsware shared information about the two board training sessions she completed - *Board Policies* and *Talking Books and Braille Library*
- Roof/Window Project: still on track to have documents to NYSED in Nov. for Spring work
- Air Conditioner/condenser bids: Mary McDonald reached out to five places; two cannot bid job. Cornerstone bid is to replace with the same kind of system we have now at \$12,655.00. Hyde-Stone bid is to replace with the same kind of system we have now at \$34,180.00. Ice Time bid is to leave old system there (unused) but put in a totally new kind of system; separate quotes for main (\$17,068.51) and 3rd floors (\$18,269.09). Requesting more information from companies to explain the difference between the two options. Tabled for further discussion.

### New Business

- Oil Bids: Mary McDonald received three bids: from Harris Oil, MX Fuels, Adirondack Energy. Motion to accept bid from Adirondack Energy for fluctuating price (posted at terminal +\$.35) by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.
- Gazebo power outlet: idea to put timer switch so the power would not be available in Gazebo at night to minimize trash and possible unwanted activities. Discussion about various issues related to community members abusing the use of the gazebo and possible solutions versus the benefit to the community. Board asked Mary to proceed with installation of timer switch and pricing of animal-proof garbage cans.

Entered Executive Session for the purpose of discussing personnel relating to matters of job descriptions on motion by Chris Eggsware, second by Lucille Poirier at 8:25pm.

The board exited Executive Session at 9:58pm on motion by Lucille Poirier/second by Jeanne LeClerc.

Motion by Jeanne LeClerc to adjourn, second by Chris Eggsware. Meeting adjourned at 9:59pm

The next regularly scheduled board meeting will be October 21, 2024 at 7pm.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees

## Minutes of the Wead Library Board Meeting October 7, 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: 6:58 pm by Melissa Benardot, President

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 7:00pm.

The board exited Executive Session at 9:21pm on motion by Lucille Poirier/second by Chris Eggsware.

New business:

- Motion to approve applications for part-time employees' out-of-title pay to cover hours unfilled by resignation of Karlee Martin, by Lucille Poirier/second by Chris Eggsware. Approved unanimously.
- Motion to combine the 2/28/2022 and 1/23/2023 versions of the Personnel Code of Conduct to include sections on both penalties and reporting, by Anne Smallman/second by Jeanne LeClerc. (see attached) Approved unanimously.
- Motion to approve closing at 4pm on October 31, 2024, by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion by Chris Eggsware to adjourn, second by Jeanne LeClerc. Meeting adjourned at 9:24pm

The next regularly scheduled board meeting will be October 21, 2024 at 7pm.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees