

## Minutes of the Wead Library Board Meeting February 5, 2025

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

Excused: Melissa Benardot, President

Call to order: 6:04 pm by Chris Eggsware, Vice-President

Motion to excuse Melissa Benardot's absence due to illness, by Anne Werley Smallman/second by Lucille Poirier. Unanimously approved.

Motion to approve minutes from November 18 and November 26, 2024 by Lucille Poirier/second by Jeanne LeClerc. Unanimously approved.

Motion to approve October, November and December 2024 treasurer's reports by Anne Werley Smallman/second by Jeanne LeClerc. Mary McDonald brought to the attention of the Trustees the remaining unencumbered funds in 4600-921 Building Fund & Repair (Dec 2024 Budget Status Report). We've had quite a few repairs and anticipated expenditures will likely use the remaining \$1808.05 before the end of the budget year. Unanimously approved.

Motion to move \$1000.00 from budget category 4600-201 Equipment to 4600-921 by Anne Werley Smallman/second by Jeanne LeClerc. Unanimously approved.

Motion to approve October 2024 (revised), November 2024, December 2024 bills by Lucille Poirier/second by Jeanne LeClerc. Unanimously approved.

### Communications:

- Christmas cards received and sent to volunteers, Board members, and donors
- Received \$301 Qigong donation from Winnie McQuinn and sent thank you
- Received thank you for Library's donation to the Elves on Main Street program
- 12/11/24 Telegram article on Local Author Expo at Library

### Library Report: (see attached)

- Anne Werley Smallman relayed to Mary McDonald the guidance by NYS Library staff Amy Heebner regarding completion of the Annual Report, specifically the portion asking

for Library Director information. The Director fields will be left blank and an explanation in the notes section will be made that we are pursuing the hiring of a Director.

Librarian Report: (see attached)

Old Business:

- Trustee Education/Training Sharing Session *No Trustees completed new training*
- Roof/Window Project
  - John MacArthur requested the Board meet with him to update us on plans. The Board will meet on February 18 at 6pm for the purpose of discussing the plan approval process.
- Air Conditioning
  - Mary McDonald discussed the two options with Chad Lawrence of MCSD. She will get an updated (current) quote from IceTime.

Entered Executive Session for the purpose of discussing personnel on motion by Lucille Poirier, second by Jeanne LeClerc at 7:20pm. Unanimously approved.

The board exited Executive Session at 9:38 pm on motion by Chris Eggsware/second by Lucille Poirier.

New business:

- Motion by Lucille Poirier, second by Jeanne LeClerc to set up ad hoc personnel committee consisting of Lucille Poirier and Anne Werley Smallman. Unanimously approved.
- Tentative dates: Budget Vote- May 6; Annual Budget Informational Meeting - April 28. Feb. 24 board meeting will have presentation by CSEA union rep regarding contract negotiation. Board will need to accept the budget at March meeting.
- Staff Development Day - 1/4/25 the staff received a safety assessment from the State Police.
  - Staff was offered Narcan training and Narcan supplies by Public Health; Mary consulted with the insurance company, the village and state police, and other libraries. At this time the Board declines the offer by Public Health.
  - The front desk has had a panic button for years, but four additional panic buttons were purchased so there is one on each level, plus a "floater." To operate it, press and hold the button for 3 seconds.
  - Mary proposes adding a wireless monitor (of all cameras) at the front desk. The board approves.
  - Two doors can only be locked by exiting the building and locking from the exterior. Mary proposed purchasing additional locking mechanism.

- The Troopers advised keeping rooms like the boiler room locked and the office door shut.
- Staff and the Board will work to balance patron and staff safety and access concerns with ADA compliance.

Motion by Anne Werley Smallman to adjourn, second by Jeanne LeClerc. Meeting adjourned at 10:09pm

The Board will meet on February 18 at 6pm for the purpose of meeting with John MacArthur.

The next regularly scheduled board meeting will be February 24, 2025 at 7pm.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees