

## Minutes of the Wead Library Board Meeting November 18, 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, Acting Librarian II

Call to order: 7:06 pm by Melissa Benardot, President

Motion to approve minutes from October 21 and October 28, 2024 by Lucille Poirier/second by Jeanne LeClerc. Unanimously approved.

Motion to approve August and September 2024 treasurer's reports by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.

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

Communications:

- None to report

Library Report: (see attached)

Librarian Report: (see attached)

Old Business:

- Trustee Education/Training Sharing Session
  - Anne Werley Smallman watched a [recorded webinar](#) by the Mid-Hudson Library System in their "Trustee Handbook Book Club" series on *Personnel*
- Roof/Window Project - Mary McDonald spoke with John McArthur who is getting ready to submit all the paperwork to the state; they're doing all the drawing and specifications. Bernie Brown remeasured all the windows. The state review process takes about 3 months; once the approval is received they can send out for bids. They assume they're on track for a Spring start. The board will have to review his SEQRA (EPA) impact statement. The Board will meet with him on 11/26/24 at 5:30 pm via videoconference. Atlantic Testing did their asbestos testing and we are still awaiting their results. Mary notified Chad Lawrence (MCSD director of facilities) about the project; John McArthur will touch base with him.

- Air Conditioning- Mary McDonald provided the two bids again to Board members (from Ice Time Air Conditioning & Refrigeration Inc. and Cornerstone Services. Discussion indicated the Board requires more explanation and would like the companies to speak to us at the January 2025 board meeting.
- Policies
  - Personnel Code of Conduct - typo on p.2 in “reporting” section *report synch information* changed to *report such information*. New sentence added at the end: “In case of offenses by Director or Designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.”  
Motion to accept revised Personnel Code of Conduct by Lucille Poirier/second by Chris Eggsware. Unanimously approved. (see attached)
  - Motion to accept new Part Time Personnel Policy by Lucille Poirier/second by Chris Eggsware. Unanimously approved. (see attached)
  - Tabled discussion on new resignation policy.

New business:

- Staff Development Day - Mary McDonald proposes Saturday, January 4, 2025 as a whole-staff training day (part-time and full-time staff). The library would close to facilitate it. Approved by the Board.

Entered Executive Session for the purpose of discussing personnel on motion by Jeanne LeClerc, second by Chris Eggsware at 8:06pm

The board exited Executive Session at 10:05 pm on motion by Chris Eggsware/second by Lucille Poirier.

Motion by Chris Eggsware to adjourn, second by Jeanne LeClerc. Meeting adjourned at 10:06pm

The next regularly scheduled board meeting will be January 27, 2025 at 7pm.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees