Waterford Public Library Board of Trustees

Minutes of Meeting of 12 November 2024 — Regular Meeting

1. President Mim Furey-Wagner called the meeting to order at 6:01 p.m.

Trustees present: M. Furey-Wagner, L. Couture, C. Giordano, B. Kyne, J. Lehet, G. Ritter, A. Rosenberg, A. Simpson, N. Dragoli, A. Robarge, Eileen Boyce (via Zoom). Also present, C. Johnson, Library Director.

Not Present: J. Merrill

2. Public Comment — None

3. Consent Agenda

Motion made by G. Ritter, seconded by C. Giordano to accept the Consent Agenda, Treasurer's Report, and the Financial Report. All in favor.

4. President's Report

a) President emphasized the distinction between terms of Board of Directors and a Board of Trustees; the former being reserved for-profit organizations and the latter, for non-profit organizations.
b) Key to a successful and effective Board of Trustees is that each member understands the valuable role they have and actively brings their unique skills and experiences to the group.
c) Efforts to ensure a productive and amicable relationship with the town and the library is the shared responsibility of Trustees.
d) Trustees developed Board annual goals which will be outlined under Old Business

5. Executive session- update on personnel

6. Committee Reports

a) Finance — G. Ritter
   - Post-election gains noted in stock market. Endowment is currently valued at $3.812,563.85. Portfolio presently is split between 80% in equities, 21% in bonds. An adjustment will be made in the future to lower the equities percentage.
   - 12% year to date increase in library's portfolio. While positive, the library's budget has also increased and has doubled from ten years ago.
   - $50,000 for library programs will come out of endowment's interest.

b) Development & Fundraising
   - Annual fundraising efforts to date show increase over last year. Net totals confirm $6,912.20 raised by 11/8/24, an increase of $2,766.83 over 11/9/2023.
   - Bequests total $1567.53 for Nov '24, improved from $399.47 in Nov '23.
   - Committee met in September to discuss jewelry sale fundraising event. The sale will be held on April 26th from 11am-2pm. More information will be available in the months ahead.

c.) Facilities & HVAC Project

- Recent Meeting on September 3, between Ken Hipsky of RZ Design Associates, Gary Schneider, library sub-committee and vendor acknowledge a system that cannot be repaired. The option to use Variable Air Volume 9 VAV) Reheat system costs $1.625 million was chosen. Motion was made to prepare specification documents for the VAV option by Lee Couture and seconded by Mim Fury Wagner. All in favor.
- January bidding is projected for possible spring/ summer start
- Unclear which Town boards must accept bid and process that will be followed. Director will reach out to DPW for further clarifications.

d.) Policy & Personnel

- Chair Annie Simpson has begun the review of library by-laws, with attention to possible revisions, clarifications or changes that will be presented to the Board for agreement. Chair and Director will meet to discuss next steps.

7. Director's Report — C. Johnson

- Timer for the HVAC system is unrepairable. Staff now need to manually turn the system on and off each day.
- Staff is working on plans to introduce a new Houseplant Propagation exchange program this winter. This program was suggested by a patron who participated in this program at her previous library in Virginia. This program will complement our annual seed exchange program offered each spring.
- Meeting Room technology needs improvement and upgrading.
- Town IT replaced the hard drives on all 10 of the library's adult public computers at no cost to the library.
- After reviewing expenditures of *hoopla* which has grown exponentially over the last three years, Director reduced the number of monthly borrows from 5 to 3, effective December 2024.
- New book totes are available for sale and for Christmas at the front desk
- The library continues outreach program to all schools. First grade classrooms visited the library from Great Neck & Oswegatchie elementary schools.
- Children book circulation has increased overall from last year.

8. Old Business

- Trustees are encouraged to complete WPL Gmail emails by next board meeting.
- Board of Trustee Goals annual goals were presented.

    1. The Board of Trustees will pursue a Memorandum of Agreement with the Town of Waterford detailing the responsibilities of both entities including, but not limited to, the fiscal, governing and policy decisions.

2. The Board of Trustees will initiate a systematic review of its by-laws as conducted by the Policy Sub-Committee with recommended changes approved by the Board of Trustees.

Motion was made by Annie Simpson and seconded by Grant Ritter to accept Board of Trustee's annual goals for 2024-2025 as written. All in favor.

9. New Business

- Dates for 2025 calendar year Board meetings were approved with November 2025 meeting changed to November 18, 2025. A motion was made to approve date change by Bob Kyne and seconded by Nancy Dragoli. All in favor.

- Question posed for joining Community Foundation- End Child Poverty Now endorsement. Motion made to add Library's name to list of participating organizations by Aaron Rosenberg and seconded by Annie Simpson. All in favor.

- Patron Responsibility Policy is one section needed for review and possible revision by Policy Sub-Committee. Library staff will meet to create a draft revision that will be provided to the committee for feedback.

- Traveling Toys wrote a grant on the library's behalf to circulate toys that are age appropriate for children and teenagers. Board was asked to assist with unboxing and prepping toys sets for distribution and circulation.

- Staff Holiday Pot Luck is Wednesday, December 18, from 12-2pm Board Members are invited to attend.

10. Adjournment

Motion to adjourn made by Aaron Rosenberg and seconded by Annie Simpson at 7:20 pm.

Please note: TOW FY2026 Funding Meetings: Board of Selectman - TBD

Board of Finance – Wednesday, February 26, 2025 at 7p.m.