**Minutes of the Wead Library Board Meeting on September 19, 2022**

Present: Melissa Benardot, President

Jeanne LeClerc, Treasurer

Anne Werley Smallman, Secretary

Chris Eggsware, Vice President

Lucille Poirier, board member

Mary McDonald, Senior Clerk

Chelsie Russo, Librarian I

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

Motion to approve the minutes of the September 19, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer’s reports of July & August 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the September 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Question regarding Office 365 bill - it is the annual fee at the education rate.

Communications:

* Mary McDonald sent thank you notes to 6 book sale volunteers
* Thank you note sent to the principal of St. Joseph’s Elementary School, whose students attended the RiverJack Z summer event and to Anja Bouchard at NNYLN for obtaining the grant that funded the event.
* Former story hour attendee Elliott Hodges won a Jr. Citizenship award in Chateaugay - staff laminated the newspaper article and he replied with a handwritten thank you note.
* Wrote a letter to S. Fallen to ban him from the property after repeated incidents, with a copy to the Malone Village Police.
* A baby congratulations will be sent to Meg Backus, of NNYLN.
* Thank you note will be sent to W. Kelting for donating a subscription to ADK Magazine to the library.
* A thank you note was received from Foothills Art Society for hosting their recent show.
* A card of condolence will be sent to the family of Kathleen Marceau.

Library Reports by Mary McDonald: *see attached*

* The response to the Yoga program with Noele Brabon has been overwhelming. The reservation and wait listing process has been tweaked to be more equitable.

Librarian’s Reports by Chelsie Russo: *see attached*

**Old Business**

* + **Civil Service update**
    - The application for Principal Library Clerk was submitted by Mary McDonald and the application was reviewed and approved.
    - Letter is being sent by the board to Franklin County nominating Mary McDonald for a non-competitive promotion exam for the title of Principal Library Clerk.
    - Nicole Andre will send an application for the Senior Library Clerk position.
    - Lucille Poirier signed the paperwork to assist Melissa with communication with Civil Service.
  + **Long-range plan** - Chelsie Russo proposed a Goal #7.

- **Trustee training requirements** beginning January 1, 2023, board members will be responsible for minimum 2 hours of board-specific training in addition to the currently required sexual harassment prevention training. Discussion on the lack of a NYS-approved list of providers and offerings. [Law linked here](https://www.nysenate.gov/legislation/bills/2021/s4435/amendment/b) specifies “...FROM A PROVIDER APPROVED BY THE COMMISSIONER ON THE FINANCIAL OVERSIGHT, ACCOUNTABILITY, FIDUCIARY RESPONSIBILITIES AND THE

GENERAL POWERS AND DUTIES OF A LIBRARY TRUSTEE. SUCH TRUSTEE EDUCATION MAY BE DELIVERED ONLINE OR IN PERSON, AND MAY INCLUDE LECTURES, WORKSHOPS, REGIONAL OR NATIONAL LIBRARY ASSOCIATION PROGRAMS, OR ANY OTHER FORMAT APPROVED BY THE COMMISSIONER.”

**New Business**

**- Videoconferencing Policy -** resolution moved by Anne Werley Smallman/second by Chris Eggsware *(see attached). Approved unanimously*

**- NNYLN professional photographer-**  took photos of Wead building and people*;* staff

selected 35 of them, which are on a flash drive and can be used in promotional or other uses*.* Chelsie shared them with the board members.

CEFLS Board Meeting will be held at Wead Library at 4:30pm.

The next regularly scheduled board meeting will be November 14, 2022 at 7pm.

Adjourned at 8:05pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,

Anne Werley Smallman

Board of Trustees