

## AGENDA- OCTOBER 26<sup>th</sup>, 2023; 6:00 PM

**Meeting called to order:** President Ethel Soukey

**Roll call:** Interim Secretary

### **TIME ASIDE FOR PUBLIC COMMENT:**

Did the Library receive an email for public comment to be read?

Is there someone in attendance that cares to make a public comment?

Minutes of the last meeting read by Secretary \_\_\_\_\_. A motion and vote to accept.

### **Library manager's report:**

#### **Correspondence:**

We received the Jefferson County Grant funds 7/23/2023 \$10,380.00.

We received the state aid, 9/22/2023; \$1437.00.

No-fee Post Office Box renewal form received and filled out and returned to post office on September 7, 2023.

#### **Old Business:**

There was a Summer Reading Program this year (2023) attendance was Great, 90 children and 28 adults.

I called the Indian River School district; Sheryl McCormick; to see when we would receive the increase in our School District referendum support (\$35,000) total. It will be in early November.

#### **New Business:**

Pumpkin Judging by Trustees!

NCLS overdrive increase for 2023: from \$367 to \$443; and flat fee for audio books from \$100.00 to 175.00.

Advanced Business Systems on repair to printer/vs/new printer. VOTE

Emery has introduced two new programming events (Pumpkin decorating contest & monthly story time for small children) and is working with community partners and other libraries to schedule more programs at Evans Mills Library.

Evans Mills Public Library will participate in a community service, in partnership with North Country Library systems. Library patrons, staff, and trustees are encouraged to write a warm

and cheerful greeting in a holiday card. Cards will be collected by NCLS and distributed to assisted living facilities, nursing homes, Meals on Wheels, and senior housing. Last year, 3700 cards were distributed, throughout the four counties, by this effort.

I would recommend there be an increase in the petty cash fund (\$200.) used for supplies for programming events (bottled water, craft and office supplies. I also recommended an increase in Contractual Expenses (\$2000.) in the budget. The increase reflects the increase in petty cash up to \$1200 and additional \$800 for example, guest presenter fees. Vote

Since Emery was hired on August 26, he has engaged in numerous conversations with community members and colleagues who do not know where the Evans Mills Library is. Other individuals have expressed an interest in the library, but weren't sure if the Village building is the right place. To address this, Emery wishes to purchase two flags to be mounted on the front of the library, on either side of the library entrance doors (hardware for one flag is already in place). One flag will read "Library". A second flag will read "Open". Each will be displayed when the library is open and brought in when the library is closed. See example the proposed design costs \$129.00 each. Vote.

The Village Office notified Emery that if he is to work 35 hours, upon Margaret's departure, he will need to complete the Library Clerk Civil Service exam. Although Emery is not scheduled for those hours, he wonders if it is a good idea to take the exam to have the credential if it is ever needed.

The OLD magazines were given to the Gouverneur Correction Facility.

Trustees take new oath of office prior to start of their new 5 year terms. Linda Kellaway (ends 12/31/2023). Sign new Oath of Office. Autumn Kirker? New trustee. If you watched the Ballot Basics video that counts, plus on the trustee's guide there are videos you could watch to complete the requirement. (Go to NCLS.org; <https://cls.libguides.com/trustees> For trustees, trustee's guide, compliance initiative tool kit 2023, scan down to trustee training, trustee education requirement.) Let me know if you need assistance.

The new requirement for Trustee training effective January 2023, we have forms. The requirement of 2 hours training for each trustee.

Ethel Soukey will no longer be allowed to be President as of December 31, 2023; appoint new President. New President to sign new Oath of Office. Vote.

The Holidays the library will be closed for the 2024 Calendar are listed below. Vote for approval.

A list of the 2024 Trustees' meetings to be posted are listed below. Vote for approval

Increase in minimum wages effective December 31, 2023 to **\$15.00** for Sandra Veivia. This approval was done at June 29, 2023 meeting.

The Village of Evans Mills is putting a NEW furnace and Air conditioner in next year for the Library and the Village.

Is there anything you would like put in the Budget for 2024-2025? FY year runs from June 1, 2024 to May 31, 2025?

Look over applications for Library Assistant, work Thursday, Friday 1:30 – 7 p.m. and Saturday 9-noon? 14 hours not the 12.5 hours we stated in the job description?

Emery developed a Facebook page and has made many changes to our Web Page. Take a look; he's doing great!

**Do you want to go out on the Indian River Central School Referendum in 2024, if so for how much? VOTE**

Any other business?

## EVANS MILLS PUBLIC LIBRARY

### 2024 CALENDAR HOLIDAYS

|                   |           |                        |
|-------------------|-----------|------------------------|
| January 1, 2024   | Monday    | New Year's Day         |
| January 15, 2024  | Monday    | Martin Luther King Day |
| February 19, 2024 | Monday    | President's Day        |
| May 27, 2024      | Monday    | Memorial Day           |
| June 19 2024      | Wednesday | Juneteenth             |

|                   |           |                   |
|-------------------|-----------|-------------------|
| July 4, 2024      | Thursday  | Independence Day  |
| September 2, 2024 | Monday    | Labor Day         |
| October 14, 2024  | Monday    | Columbus Day      |
| November 11, 2024 | Monday    | Veterans Day      |
| November 28, 2024 | Thursday  | Thanksgiving Day  |
| December 24, 2024 | Tuesday   | Christmas Eve Day |
| December 25, 2024 | Wednesday | Christmas Day     |

Evans Mills Public Library Board Meetings for 2024 at 6:00 P.M.

January 25, 2024

March 28, 2024

June 27, 2024

October 31, 2024

Next Board meeting is January 25, 2024 at 6:00 P.M.

Vote to adjourn.