

# THERESA LIBRARY BOARD MEETING

## OCTOBER 11, 2022

**Present:**

Pam Brown, Vice-President  
Janet Gee  
Eileen Kaleel  
Theresa Leeson

**Absent:**

Tracy Hudon, President

**Also in attendance:**

Kristy Perry, Library Director  
Michaela Schied, Secretary to the Board

**Call to Order:**

The meeting was called to order at 7:13 p.m by Vice-President Pam Brown.

**Public Comments:**

NONE

**Regular business:**

Motion to approve the September minutes: Janet; Second: Eileen.  
Approved: Yes - 4; No - 0.

**Approval of Expenditures:**

The Bills Were Passed As Follows:

#	Claimant:	\$ Amount:
408	Village of Theresa	194.30
442	Baker & Taylor	550.07
443	North Country Library System	171.00
444	Kristy Perry	77.32
445	Michaela Schied	60.00
446	Time Warner Cable	59.99
447	Verizon	33.51

Motion to approve the bills: Theresa; Second: Eileen.  
Approved: Yes - 4; No - 0.

**Report of Librarian:**

1. Current petty cash count: \$110.
2. There have been less sign-ups for the pumpkin contest; any extra money will go on a Visa card for future programming supplies
3. Minimum wage will go up \$1 in 2023. This will not affect librarian, but will affect subs.

4. Ballot info - Kristy emailed to board. Will discuss in November.
5. NCLS was paid in June to install new software for us, but this has not been completed yet as they are working out some bugs in Watertown first before pushing it out to all the libraries. There are only 2 technicians for all 65 libraries. The fee is an annual payment, not monthly. Gmail will also be transferring to Outlook.
6. Kristy is taking November 5 off (floating holiday). One of subs will cover. Kristy will invite Amber in for a bit more training since she only had a couple hours before working solo.
7. Library will be closed on Nov 24 and 25 for Thanksgiving.
8. Kristy will be sending out some new crafts and craft videos soon.
9. Minecraft club restarting in November. People should bring their own devices and accounts. If popular, the library may purchase a few accounts.
10. Reworded meeting room policy will be discussed under old business.
11. A patron is looking to have homeschool meetings at the library on Tuesdays. Kristy may look at buying another lego kit or other activities if there is a sizable amount of kids.
12. Boo at the Zoo will be at ZooNY on Oct. 16 & 23. Kristy will be there on Sundays to hand out candy and library information.
13. Trunk or Treat is October 22 at the Theresa Fire Hall. Kristy will have stuff to hand out there as well.
14. Kristy received an award at the NCLS annual meeting. Board offered her congratulations.

## **Correspondence**

NONE

## **Old Business:**

1. Redwood donation - signed over to Friends of Library.
2. Meeting room policy - edited

Motion to approve the meeting room policy with changes: Theresa; Second: Janet.

Approved: Yes - 4; No - 0.

3. Trustee bylaws - tabled
4. Bulletin board policy - tabled

## **New Business:**

1. Info from Town Office regarding budget (questions from Kim):
  - a. Why did we not include \$4800 for repairs in budget - Kristy replied capital fund/insurance money
  - b. PTL - The town didn't know about using the insurance money, so it came out of the regular budget - Board says use insurance money to reimburse town.
  - c. The money rollover/Kristy's salary is not correct - will check on this
  - d. Insurance money - will we spend by end of year? If not spent this year, the town will be short. Don't know what this means
  - e. Town says can't keep rolling over capital fund? Auditor not happy. - Board says this is the whole point of capital fund.
  - f. Discussion on what to do with the \$10000 from Mark Walczyk
  - g. Town said they can split contractor payments (1/2 up front, 1/2 on completion).
  - h. Lengthy discussion regarding implications of this information and ways to move forward.

**Adjournment:**

Motion to adjourn: Theresa; Second: Janet.  
Approved: Yes - 4; No - 0.

Meeting was adjourned at 8:54.

Respectfully submitted,

Michaela Schied  
Secretary to the Board of Trustees