

Middlesex Library Board
February 20, 2025

Present: Dawn Kane
Beth Garlock
Bonnie Oswald
Joylette Aaron
John O'Shaughnessey
Gordy Stringer

Win Harper has resigned from the board

Proposal:

-Add a line item to budget for a bookkeeper and attorney fees- motion carried

Budget:

-Increase Library Director's pay 3% from \$19,864 to \$20,459.92 -motion carried

-Future Assistant Director pay increase to meet NYS minimum wage at \$15.50 per hour -motion carried

-Increase Equipment/Software line item to \$5,000 to purchase a new patron computer, a laptop for Library Director and a camera for inside the library -motion carried

-Denise, as the bookkeeper, will be made an employee of the library and will be paid \$25/hr for up to 5 hr./month

Line item will state Bookkeeper \$1,500 {12x (\$25x5)}- motion carried

-Increase line item Facilities by \$400 to \$2,400 to pay for water, internet, electric, and use of building (\$200/month)

-Attorney Fee line item will read \$1,000- motion carried

Other:

- \$200/ month payment offer will be brought to the Town Board for their approval
- Once an EIN is established a lease will be made, by the town attorney, paid for by the library, stating the terms of agreement for use of the library building
- Excess money needs to be transferred to a capital reserve account for long term improvements
- Look to have the capital account as an interest bearing money market account. Will contact an attorney to look into that
- Dawn will continue to look into signatories for the library account, dual signatures- an independent person (bookkeeper) and one library board member with an alternate board member as backup
- Dawn will purchase a camera to be placed inside the library, overlooking the doors and part of the collection without invading Beth's privacy, for safety and theft prevention. Once the camera is purchased Dawn will be reimbursed through the library account
- Beth is waiting for an estimate from SET about the cost of updating the computer system, if needed after purchase of new computers
- All new computers, printers will be compatible and set up at the same time
- Patron numbers were up from July-September due to a STLS tour- encouraging people to visit all the libraries in the system
- Board members need continuing education per STLS, trainings will be added to board meetings
- March 10 the library will be closed as Beth will be attending CPR training and become AED certified- motion carried
- Waiting to hear from Brian if we are allowed to create subcommittees

Meeting adjourned 5:08