

## **Middlesex Library Board**

### **August 11, 2025**

#### **Present:**

Gordy Stringer- President  
Bonnie Olswold- Vice-President  
Beth Garlock- Library Director  
Regina Smith- Assistant Librarian  
Chris Mays- Treasurer  
Joylette Aaron- Secretary  
John O'Shaughnessey  
Dave Adam- Town Supervisor

#### **New Business- with Dave**

-Dave had contacted the town attorney, Jeff Graf, asking for an agreement to pay for services and rent Jeff stated that the town can charge for rent but not services. Jeff sent Dave a list of questions to be answered before an agreement can be made. A copy of the library charter, the size of the space and a list of the communal spaces (bathroom, stairs) vs library spaces will be given to Jeff

-A document will be procured and the library board will pay, retroactive to July, \$425 per month for rent

-The responsibility for the lease will be on the town, Dave will plan on having it ready for approval of the September Town Board Meeting

-Waiver for off-site activities- Beth will forward the email from Matt (insurance) regarding his concerns to the attorney and ask about providing a blanket waiver for activities

-Beth would like to look into using the field by the town barns for kickball

-Beth will obtain a copy of the waiver that the Rushville Library uses for off-site activities

-Chris will contact attorney Chris Pratt to let him know that Beth will be contacting him about creating a waiver for the library

#### **Add resolution to next board meeting officially hiring attorney**

-Shelves have not been moved, Beth has a woman how is willing to take one or two of the shelves, the remaining will be put outside for free

-Security cameras- talk to Margaret, the Town Justice, about security cameras and what would best suit the needs of the library. Dave has no objections to installing a camera outside.

-Mailman has seen people in Beth's office during off hours. The extra key will be moved to a new location to see if that solves the problem.

-Dave and Amberlee (the cleaner) will be told the new key location

-If there continues to be people in the office the lock on the office door will be changed

-Town will surplus old computers that are stored in the backroom.

-Town is under audit from Comptrollers, at Dave's request, and the library fund is part of the audit. Library board will be receiving a copy from the comptroller at its conclusion

### **New Business-**

Accept minutes from last meeting, motion from Chris, second by Bonnie, all in favor-unanimous, minutes approved

### **Treasurer's Report-**

Chris did not receive July statement from Community Bank

-Beth has changed the default card to LNB on the Amazon account, she will contact Amazon to make sure the 4 books ordered on the old card have been paid for

-Gordy signed LNB paperwork giving Denise access to the LNB account

-Denise cannot currently do online transfers for paychecks and required signatures from 3 board members. She is talking with Christine from LNB to see if there is a way to do ACH transfers in the future.

Chris signed Beth and Regina's payroll checks and a check for the purchase of LNB checks

-Vouchers signed by Chris Mays, John O'Shaugnessey and Joylette Aaron- authorization payroll deductions and purchase of checks

### **Old Business**

-Art camp- Day 1-1 child, Day 2- 4 children, Day 3- 7 children

-Miranda will be reimbursed \$56.06 for supplies for art camp

-Laptops- go with STLS laptop with addition of Microsoft and Workflows, Microsoft on the patron computer, and a new desktop for the librarian

Motion made by John to approve all, second Joylette, all in favor- unanimous, motion approved

Regina will be gone from September 13- October 5, 2025

Beth may take a day off this week, Friday August 15, 2025

**Next Meeting-**

September 22, 2025 3:30