Minutes for Cambridge Library Board of Trustees

# Meeting December 3, 2024 9 AM

**Attendees:** Sue Sawyer, Gerry Preece, Ken Gottry, Christina Becker, Monica Ravreby, Bob Odess, Becca Flynn, Mary Laedlein

Minutes from October 15’h: GP moved that minutes be accepted as presented, KG seconded; motion passed.

Treasurer's Report will be sent.

Director's Report

Old Business

**Back Flow Device:** Wel-Dun completed the installation of the backflow system. This satisfies the requirements of NYS, and will be checked yearly. Discussion for payment of this project continues with the village.

Water tank: The water tank in the bathroom was replaced by Sweet. The cost is expected to be approximately $500, but no bill has been presented at this time.

Roof: Paul Mays requested photos of the situation for his colleague to assess.

**Vending Machine**: CB,Heather Mattison and Sue Sawyer met with community members who had concerns. It was a productive meeting, and concerns will be followed up. Notable: Heather informed us that since the machine was installed, four individuals from the Cambridge community have enrolled in the Alliance Harm Reduction/Road to Recovery Program.

Personnel: Ethan McCauley is no longer a staff member at the library. LeighAnne's hours have been set to a consistent schedule.

**Mitten Tree**: The mitten tree is loaded with warm mittens for children in need.

## Friends News: Friends President, Sharon Dunn, will be stepping down from her position. We will be looking to fill her vacancy. The Christmas Basket Raffle is doing well, and tickets are on sale until December 13'h. Close to

$1, 000 has been raised so far.

**Spectrum:** Service has been updated. A “boost” will be given with new

equipment.

**White Pick-up:** Discussion took place about a white pick-up truck that has been parked in the library parking lot. The police were contacted, and the situation is being investigated.

# Money Matters

\*School tax money(Library portion) has been sent to the Village. CB plans to meet with Steve Hallock in the Village Office to discuss the library's account.

\*DLD & SALS checks can use either the village or the library EIN when deposited. Discussion addressed whether to put money in checking or CD. It was decided that because these were public funds, they should be protected, and we had an obligation to use the funds to the advantage of the public. KG moved to deposit any of this money into an appropriate CD, MR seconded; motion passed.

## \*Palinski Donation: CB is working with Chris Palinski to finalize the list of Memory Books that she donates annually.

\*Estate of Arlene Siegel: The Cambridge Library was named as a beneficiary of a portion of the estate of Arlene Siegel. This is to be determined. (Fitzgerald, etc. is the lawyer)

Building **Project**

The committee met with Meghan and Paul in November to discuss roof concerns, Paul requested photos of the roof and the interior damage. Public bids will begin soon. CB met with NY Forward reps to discuss the next steps in the process. Julia Maxwell shared that there are no regulations of

## requirements in place for the Construction Grant funds regarding EIN if the accounting practices are clear, and the money is properly accounted for.

Concern was again expressed about the placement of the Bicentennial Tree after or during the building project.

New Business

Gifts to Employees: BO will write checIks for the employees. The vote called for the same amount as last year. ML made the motion, KG seconded, and the motion passed. SS will complete the presentation of the gifts.

A public comment policy was discussed. It was presented as written with the option to extend each speaker's time for longer than three minutes at the discretion of the library board president. The motion to accept this policy with the revision was made by SS, seconded by MR and passed.

Next Meeting is Tuesday, January 21, at 9:00 Respectfully Submitted,

Mary Laedlein