

Black Watch Memorial Library
Board of Trustees
Feb. 27, 2025

• **Call to Order/Roll Call/Adoption of Agenda:**

- The meeting was called to order at 11:00 am
- Members Present: Steve Boyce, Paul Jebb, Jill Cunningham, Sue Gravelle,
Linda Cunningham
- Others Present: Heather Johns, Library Manager; Joyce Cooper, Town of Ticonderoga
- A motion to adopt the Agenda was made by Jill, seconded by Sue; all were in favor

B. Review of Minutes: Sue moved that the minutes be accepted; Paul seconded; Jill abstained; all were in favor.

C. Public Comment Period: None

D. Treasurer's Report : See the attached report.

E. Report of Director:

- Heather has completed the Annual Report for the State and had prepared an Annual Report to the Community. Copies of this will be available for the Town Board and it will be posted on the Town Website. This is an impressive review of 2024.
- Heather has made "Vision Boards" to get input from the public about what our users would like to see in the Library.
- We need an Open Meeting Policy for the Annual Report. Heather has presented a policy from the NYS Law for Open Meetings. Jill moved that we accept this policy; Sue seconded; all were in favor.
- The Library is required by the State to have a Conflict of Interest Policy, a Confidentiality Policy and a Programing and Outreach Policy. These Policies had been incorporated into other Policies so the material was pulled out and revised. Jill moved that we approve the three policies and the revisions of the Board of Trustees Policy and the Borrowing Policy. Sue seconded the motion: all were in favor.
- These policies will be posted on the Town Website.
- Heather presented the statistics for January, 2025.
- The proposal for applying a film to the Library windows to filter UV light seems to be impractical. The need for these filters was to protect the leather chairs by the fireplace. It was decided to look into different chairs - possibly wooden rocking chairs. Heather will present options at the next meeting.
- The Library staff has been monitoring the usage on Tuesday evenings when the Library is open until 7:00. There are very few patrons during these hours and it is felt that more people would use the Library if it was open earlier. Paul made a motion to change the Library hours to 9:30 to 5:00 on Tuesday through Friday. Saturday hours would remain 10:00 to 3:00. This change will be effective starting March 18, 2025 and the signage on the doors will reflect this change. Jill seconded this motion; all were in favor. This change does not affect the number of hours open during the week.
- There is still a question about clearing snow on the weekend as the usual workers who clear the snow do not work weekends.

F. Board Reports:

1. Committee Reports: None

2. Old Business:

- Steve has contacted Donna Wotton and she will get back to him.

3. New Business: None

G. Report of the Town: Joyce has talked to the Town's lawyer about a License for Madden's Pub which will allow access to the Pub. The Library needs to have input on where this driveway will be as it cannot disrupt our use of the area.

H. Report of the Friends: None

I. Public Comment Period: None

J. Next Meeting Date: March 27, 2025 at 11:00am

K. Adjournment: Meeting adjourned at 12:30