

**Black Watch Memorial Library
Board of Trustees
Feb. 26, 2026**

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

- The meeting was called to order at 11:00 am
- Members Present: Steve Boyce, Jill Cunningham, Susan Gravelle, Paul Jebb
Virginia LaPointe, Linda Cunningham
- Others Present: Laura Best, Representative of Town
Jim O'Bryan, Supervisor, Town of Ticonderoga
- A motion to adopt the Agenda was made by Virginia, seconded by Jill; all were in favor
- Steve welcomed Jim O'Bryan to the meeting

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

C. Public Comment Period: None

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

- A Form 1099 for our Cleaner has been filed with the IRS
- Susan has set up a separate account for donations designated for the Expansion Project.
- The Library has received a donation of \$10,000 from the Carnegie Foundation which will go into our Special Fund

E. Report of Director:

- The Board received a packet of information:
 - Meeting Agenda
 - January 2026 Minutes
 - Treasurer's Report
 - Manager's Report
 - Winter Newsletter
 - 2025 Community Annual Report
 - Vanessa Crowley Resume
 - NYS Construction Grant documents
 - Snowshoe Information
- Dave Woods stopped by the library and discussed the snow shoveling on Saturdays- the library will hire someone as needed and submit the voucher to Building and Grounds.
- The library needs bi-annual maintenance on the HVAC system and will contact him on May 1st and Sept 1st prior to change over of the systems.
- The Annual Report is complete and will be published on the Town's Website and available to patrons.
- We now have the ability to send out bulk emails informing patrons about library activities and updates.
- The library participated in the Hearts on Main event on Sat., Feb. 7th. The Silent Wings event was very popular and drew a large crowd.
- The CEF library system is interested in having libraries participate in a Lego America 250 event where they would create structures inspired by a local monument or historic site. This would happen from late June to early August. Let Heather know if you know of anyone who might lead this project.

- The NY State Archives is doing an article about the naming of the Black Watch Memorial Library and the influence of the Black Watch. Steve has talked to Rich Strum at the Fort and Kevin Maher has agreed to discuss the role of the Black Watch in the French and Indian War - and come in costume. Steve will discuss the history of the founding of the library in 1906 but he will not wear a kilt. This will hopefully be an evening talk in March.
- The winter newsletter is complete and in the handouts. This will be published on our Facebook page and available to patrons.
- The library is looking to purchase two more chairs for the reading room. Paul made a resolution for Heather to purchase two more chairs; Jill seconded this motion; all are in favor.
- The light has been installed top of the flagpole.
- Hague has sent an annual agreement for library services which includes an appropriation for \$1,500. The agreement has been signed by the Board Treasure and returned. Jim O'Bryan will make contact with the supervisors of Hague and Putnam and discuss support for the library.
- Paul has successfully obtained 4 quotes for the Environmental Survey which needs to be done before we can proceed with the expansion. These bids will be sent to the Town . Jim O'Bryan will see what the next step should be.
- We have received the resume for Vanessa Crowley who is available to work on marketing/ fundraising for the expansion. Cheryl and Sue will meet with her to discuss her services and cost.
- The CEF Library system has sent out a survey for libraries intending to apply for a construction grant. The Intent to apply must be submitted by June 5, 2026. Paul has volunteered to reach out to the architects and set up a meeting for input and assistance.
- Evan Mack has reached out regarding the K of C expansion and the possibility of working together for mutual benefit. There is the possibility of a grant for broadband service for both buildings. Heather and Steve will meet with him.
- Heather has included materials for the use of the snowshoes. Laura will bring this up with the Town. We also need to investigate whether the Town Insurance could cover the snowshoes and also the Library Board.

F. Board Reports:

1. Committee Reports: none

2. Old Business:

- Paul has been able to contact several surveyors who could do the Environmental survey. The bids are now with the Town..
- Steve will contact Keith Barber about removing the two trees in back of the Library.

3. New Business: We need to elect officers and will form a task force of members to come up with a slate of candidates. Cheryl and Paul volunteered be on this committee

- Steve reported on the CEF training on By-laws. There was some interesting information on forming a Governing Committee which would be worth considering.

G. Report of the Town: Laura will continue to discuss the snowshoe situation with the Town.

H. Report of the Friends: None

I. Public Comment Period: None

J. Next Meeting Date: March 26, 2026

K. Adjournment: Meeting adjourned at 12:37