

Black Watch Memorial Library
Board of Trustees
Jan. 22, 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
Cheryl O'Connor, Virginia LaPointe, Linda Cunningham
- Others Present: Heather Johns, Director; Laura Best, Representative of Town
Ann Westervelt, Friends of the Library
- A motion to adopt the Agenda was made by Virginia, seconded by Jill; all were in favor
- Steve welcomed Laura Best as the new representative of the Town

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

C. Public Comment Period: None

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

- Susan brought up that we need to issue a Form 1099 for our Cleaner. Paul and Jill have had experience with these forms and will help Susan download and fill out the form.
- The Library has been getting donations designated for the Expansion Project. After discussion, Sue moved that we set up a separate account for these donations; seconded by Paul; all were in favor. We will also look into a short term CD for better interest.

E. Report of Director:

- Heather presented the Board with handouts:
 - The 2026 Board Meeting Schedule
 - The 2026 Holiday Schedule
 - Library Statistics for 2025
 - Library Expenses
 - Board Basics training that is offered by CEFLS for 2026
- The Library sponsored a Health and Wellness program on Sat. 17th. The featured speaker was Dr. Todd R. Waldorf (Adirondack Osteopathy) from Crown Point who spoke on pain management. The program was well attended and very well received.
- A Volunteer has offered to set up a gaming program starting in February. This will be held every other Saturday. The first meeting of the month will feature board games, and the second meeting will involve role playing.
- The NY State Archives is doing an article about the naming of the Black Watch Memorial Library and the influence of the Black Watch. They are willing to provide promotional graphics and refreshments for a presentation. Steve has talked to Rich Strum at the Fort and he has people who would be willing to speak. Steve can speak about the naming of the Library and Heather has a number of articles about this. We will have to set up a time and place - possibly in March or early summer.
- The Library has had a great deal of trouble with the HVAC system. It requires yearly maintenance which it has not had. There are problems every year when the heating or air conditioning are turned on. This year half of the system did not work and the Library was very cold for over a month. The Library is a heating and cooling location for the community so it should maintain an appropriate temperature. The HVAC should be checked at the beginnings of summer and winter - regular maintenance would be cheaper than the repairs.

- The light has been installed top of the flagpole.
- There have been two Saturdays so far where it has snowed and there is no snow removal for the Library. We have many patrons with mobility issues and are worried about liability should anyone be injured. The person who does this usually does not work Saturdays - but maybe the hours could be changed or someone else could be hired. Laura will look into this.
- Heather has found cement pieces on the front sidewalk that seem to have come from the building. Heather will place a work order to have this checked.
- The Library still has not been able to make the snow shoes available to the public. They are brand new, sizes from child to adult and were gifted by the Essex County Health department to three libraries in the system. The other two libraries have not had a problem using them, but our Town has not allowed it because there is a problem with insurance. Perhaps they could be insured through the Parks and Rec, and the Library could sign them out. The same insurance used on the skating rink could perhaps be used.
- We also need to investigate whether the Town Insurance could cover the Library Board.
- The Library has a new pass for patrons to sign out. This is the NYS Empire Pass that allows free admission to many parks and campgrounds in the State.
- Heather has been working on an email list to keep our patrons informed about activities at the Library. She is trying to update emails and determine who would like to be on this list. Paul suggested sending it to everyone she has emails for, with an option for them to drop off the list if they are not interested.

F. Board Reports:

1. Committee Reports: none

2. Old Business:

- We still need an Environmental Impact Survey. Heather has contacted the NRDC and gotten some names but they have not responded to her emails. We need this survey for some of the grants and for the Architects to proceed with plans. Heather will see if the architects might recommend someone who can do this.
- We need to form a fund-raising committee to look into ideas for fund raising and marketing.
- Steve has received three quotes for removing two trees on the north side of the property. The bids were for \$2495, \$900 and \$375. Cheryl made a motion to accept the bid for \$375; Paul seconded; all were in favor. Steve will forward to bids to the Town.

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 to be on this committee

G. Report of the Town: Laura Best is joining us as Town representative. She is interested in working on a story time led by the children themselves..

H. Report of the Friends: The Friends are planning a meeting to be held on Jan. 27th. at 4:00. This will be open to all Friends and to the general public.

I. Public Comment Period: None

J. Next Meeting Date: Feb. 26, 2026

K. Adjournment: Meeting adjourned at 12:20