

**Black Watch Memorial Library
Board of Trustees
Nov. 13, 2025**

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

- The meeting was called to order at 11:03 am
- Members Present: Steve Boyce, Jill Cunningham, Susan Gravelle, Paul Jebb
Cheryl O'Connor, Linda Cunningham
- Others Present: Heather Johns, Director; Joyce Cooper, Representative of Town
Ann Westervelt, Friends of the Library
- A motion to adopt the Agenda was made by Jill, seconded by Susan; all were in favor

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.

E. Report of Director:

- Since the Fireside Folk Festival, the library has seen many more families and kids coming into the library. Everyone loves the sculptures, and we had people that evening who had never been in the library before. Several library cards were issued that night. The video of the evening that the NRDC released is excellent.
- The Clinton-Essex-Franklin Library System sponsored a Library Crawl encouraging people to visit the libraries in the system. One of our patrons actually visited all the libraries, and we had many visitors from other areas.
- Zyleen Tyler, our new library clerk, will start next Wednesday, Nov. 19th. We are very pleased to have her.
- We have two invoices that require paying. One is for the Sun Community News for an ad and also for a printed display. The other is the second installment for the Architects. Jill made a motion to pay these bills; Cheryl seconded; all were in favor.
- Heather has submitted a work order for installing the light on the flagpole. Steve would like to be present when the work is done.
- The Library will be closed on Thursday and Friday of Thanksgiving week.
- Heather will be on vacation from Dec. 9-14.
- The Library is participating in the town wide "Cookies and Cheer" evening on Dec. 19th. There will be a story time, and bears to stuff, and cookies.
- There was an excellent article in The Sun last week on the library expansion.
- The Press Republican will have an upcoming article about our Library receiving the grant from the Carnegie foundation of NY in honor of the Country's 250th anniversary.
- The CEFLS is planning for anticipated construction grants and asked for feedback from member libraries. Heather responded with an estimate of our planned expenses.
- Heather has compiled the results of the community survey asking for input about the proposed expansion and what the community would like to see included. The survey is still ongoing and will provide very useful information.

F. Board Reports:

- 1. Committee Reports:** At the end of today's meeting, the Board will discuss the results of the community survey.

2. Old Business: The Architects have asked for a topical survey of the area. A survey was done when the Town purchased the property. An electronic version of this can be sent to the architects so they can enlarge the image. We will look into having a local surveyor do another survey as there are some specific things the architects need to see. We will talk to Tony DeFranco about who he uses for a local surveyor.

We also need an Environmental Impact Survey. Heather has contacted the NRDC and gotten some names. She will reach out to them for prices. We need this survey for some of the grants.

G. Report of the Town: Joyce is looking into the Flagpole and the installation of the lighting. Last year there was a problem with clearing the sidewalk into the Library on Saturdays. The Town worker who usually does this does not work on Sat. We do need to insure that the sidewalks are safe. We need to see what the Town Policy is on this.

The Board unanimously thanked Joyce for all she has done for the Library over the years. Her devotion to the library and her tireless efforts in our behalf are greatly appreciated.

H. Report of the Friends: The Friends are planning a meeting to be held on Dec. 12th. at 4:00. This will be open to all Friends and to the general public.

I. Public Comment Period: None

J. Next Meeting Date: Cheryl made a motion to skip the December meeting due to scheduling difficulties. Therefore our next meeting will be Jan. 22, 2026. Paul seconded this motion; all were in favor

Cheryl made a motion to close the library at noon on Christmas Eve; Sue seconded; all were in favor.

K. Adjournment: Meeting adjourned at 12:30