



Keeseville Free Library

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Robyn Pray

Library Director

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Kelly Frady

Nancy Garrand

Kathie LaBombard

Judy McCusker

Erik Zimmerman

March 11th, 2026

A meeting of The Board of Trustees of the Keeseville Free Library was held at the library on this date at 5:00 P. M. and was presided over by Doug Garrand with Romeyn Prescott as Secretary

Voting members in attendance:

Doug Garrand

Nancy Garrand

Lorna Hohn

Kathie LaBombard

Judy McCusker

Romeyn Prescott

Ted Sill

Erik Zimmerman

Excused

Kelly Frady

Also present:

Robyn Pray – Library Director

Sheila Vanags – Bookkeeper

Jennifer Grundherr – Keeseville Arts Festival Chair

Acceptance of Previous Meeting Minutes

- A motion was made to accept the minutes from the February 11th meeting.
- The motion was moved by Lorna and seconded by Kathie.
- **Conclusion:** The motion passed unanimously.

Treasurer's Report & Financial Status

- **IRS Delinquent Filing:**
 - o An IRS delinquent filing notice for \$581 was received.
 - o The bill was paid to avoid property seizure after a delay by CPA Mark.
 - o Mark has since apologized and reimbursed the payment.
- **Insurance Policy Update:**
 - o The annual insurance cost increased by approximately \$400 to over \$4,200.
 - o A new policy was secured with Niagara, reducing the cost to \$1,770.
 - o The new policy offers double the content coverage.
 - o A full reimbursement from the previous insurer, Utica, is expected within six weeks.
- **Financial Health:**
 - o As of February, revenue is at 25% of the goal, and expenses are at 20%.
 - o The budget is currently positive, with the insurance refund still pending.
- **QuickBooks:**
 - o The system is working well, but there are issues with printing reports that are being investigated.
- **Usage Statistics:**
 - o Library usage numbers are considered great, with high traffic.
 - o Some checkouts are for interlibrary loans, where patrons pick up books at other libraries.
- **Conclusion:** The treasurer's report was accepted by a motion from Lorna.

Community Support & Engagement

- **Food & Supply Donations:**
 - o The library distributes soup, bread, and other supplies donated by the community.
 - o Current supplies of hygiene products like toothpaste are low and may require a new drive.
 - o "Meals in a bag" and "just add water" meals are also provided, supported by patron donations, not library funds.
- **Library Traffic:**
 - o The library is consistently busy, making it difficult for board members to have extended, uninterrupted conversations with staff.
 - o This is viewed as a positive problem, indicating high community engagement.
- **Friends of the Library Update:**
 - o The group is meeting monthly while awaiting their 501(c)(3) status, after which they will meet quarterly.
 - o They will need to decide on permanent officers; current officers were temporary for the 501(c)(3) application.
 - o The group is moving books for the book sale to the parish center for the Methodist Church on Monday.
 - o They are looking for bookshelves and a post will be made on the library's Facebook page to request donations.
 - o The group currently has 28 members.

- **New Volunteer and Fundraising:**
 - o A new local resident, Karen D'Agostino, has offered to fundraise and write grants professionally for the library.
 - o Robyn has been in contact with her and will meet with her to discuss the library's activities.

Arts Festival Planning

- **Finances and Grant Application:**
 - o To date, the event has received \$19,000 in donations and about \$2,200 in artist fees. The fundraising goal is over \$40,000.
 - o Robyn is applying for a grant of up to \$7,500 to fund art-related experiences, including demonstrations and musicians.
 - o Additional funds will come from a color run, art sales reception fees, and 30% of plein air artists' sales.
 - o The Arts Festival account is separate from the library's main finances and is not in QuickBooks. Jen is managing the accounting.
- **Promotions and Marketing:**
 - o A marketing plan has been designed with Kelly.
 - o Promotional materials like lawn signs, posters, and bookmarks are being planned with Tom Lorman.
 - o A "save the date" announcement is scheduled for April.
 - o A sticker fundraiser will be launched for both the festival logo and the library's centennial.
- **Artist and Artisan Coordination:**
 - o Regular communication is ongoing with plein air artists.
 - o Seven artisans are registered for "Arts in the Park," with a goal of ten.
 - o Entertainment is booked, and Robyn is securing artists for youth activities.
- **Artist Housing:**
 - o 30 out of 40 artists need housing this year.
 - o 21 artists have been matched with hosts. More hosts are needed.
- **Event Logistics and Venues:**
 - o Jesse Bernier will host two paint parties. The Arch basement is a preferred indoor location, pending inspection.
 - o Golf carts are needed for Saturday transport, especially if the Arch Bridge is closed.
 - o The main venue will be the Stone Mill, with Beth Stevens providing the space as an in-kind donation.
 - o Event insurance will be purchased, with a separate policy for the color run.

Administrative & Board Business

- **Change of CPA Services:**
 - o Due to ongoing issues with the current CPA (Mark), including late filings and fines, a change was proposed.

- o Molly Lamontagne was identified as a replacement. Her fee is higher (\$750 vs. \$450) but considered standard.
- o **Conclusion:** A motion was passed to terminate services with Mark Chauvin and hire Molly Lamontagne.
- **Bakery Fundraiser Results:**
 - o A total of \$725 was collected from the fundraiser, with an outstanding \$20 from Margaret.
- **Board Member Contact List and Handbook:**
 - o Romeyn created and shared a central contact list on OneDrive.
 - o The board handbook is available digitally on the CEFLS website, and Romeyn will share the link.
- **Board Training and Compliance:**
 - o Pre-recorded trainings are available on the CEFLS website. Members must fill out a form to log training hours.
 - o Mandatory sexual harassment training does not count towards the two additional required hours.
 - o Completing training is crucial for the library to remain in “good standing.”
- **Book Vendor Replacement:**
 - o Robyn is learning the Ingram system, which is less user-friendly than Baker & Taylor.
 - o Amazon is still the primary vendor due to fast shipping and competitive pricing.
 - o Other vendors like TitleWave and Brodart are being explored.
- **Old Business Updates:**
 - o **Keesville Elementary:** No update.
 - o **Storage Space at the Civic Center:** The space is available when the library is ready.

Next Arrangements

- Sheila will call Utica if the insurance reimbursement is not received by the end of the month.
- Robyn to finalize and submit the grant application for up to \$7,500.
- Robyn to make a Facebook post requesting bookshelf donations for the Friends of the Library.
- Robyn to have a phone conversation with Karen D’Agostino on Friday.
- Robyn to tell Margaret she owes \$20 for the bakery fundraiser.
- Robyn to check the basement space at AARCH to see if it can accommodate 20 people.
- Robyn to coordinate with Barb about using the pavilion for the Zip City performance.
- Romeyn to find and send the link to the digital board handbook on the CEFLS website.
- A community survey will be conducted to gather feedback on library hours.
- Promotional materials for the Arts Festival will be distributed beginning in April.
- A sticker fundraiser for the Arts Festival and library centennial will be launched in April.
- Jen to continue regular communication with artists.
- Jen to secure one or two golf carts for transportation on Saturday.
- Jen to conduct a walkthrough of the Stone Mill in April to discuss event layout.
- Jen to finalize and prepay for food and beverage supplies by the end of April.

- Maria and Lorna to continue matching the remaining artists with hosts.
- Katie Lee to organize the color run.
- Kate to handle the sourcing of tables and tablecloths.
- Re-evaluate Molly Lamontagne's CPA fee after the first year.

Respectfully submitted,

A handwritten signature in blue ink that reads "Romeyn Prescott". The signature is written in a cursive, flowing style.

Romeyn Prescott - Secretary