



**Keeseville Free Library**

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## **Robyn Pray**

Library Director

## **BOARD OF DIRECTORS**

Doug Garrand

*President*

Lorna Hohn

*Vice President*

Romeyn Prescott

*Secretary*

Ted Sill

*Treasurer*

Kelly Frady

Nancy Garrand

Kathie LaBombard

Judy McCusker

Erik Zimmerman

February 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

Judy McCusker

Romeyn Prescott

Ted Sill

Erik Zimmerman

### **Excused**

Kelly Frady

Lorna Hohn

Kathie LaBombard

### **Also present:**

Robyn Pray – Library Director

Sheila Vanags – Bookkeeper

## **Acceptance of Previous Meeting Minutes**

- A discussion was held to review the minutes from the January 14th meeting.
- A correction was identified regarding a donation. The minutes incorrectly stated funds were from Mountain Valley Federal Credit Union. The funds were actually from the Ausable Valley Grange, originating from a Moore Foundation grant, and were for the tool library.
- Spelling errors were also noted, including the misspelling of Romeyn's name.
- A motion was made to accept the minutes with the specified amendments.
- **Conclusion:** The minutes from the January 14th meeting were approved as amended. (Motion by Ted)

## **Introduction of New Board Member & Onboarding**

- Eric Zimmermann was welcomed as a new board member, taking over Margaret Sheehey's seat.
- His term length needs confirmation; it may be for the remainder of Margaret's term (one year) or a standard three-year term. The board's term-tracking chart is unclear.
- **Conclusion:** Romeyn and Doug will meet to review the board member term chart to clarify Eric's term length.
- Existing board members introduced themselves and their roles:
  - Judy: Longest-serving board member.
  - Sheila: Assistant Director of the library.
  - Romeyn Prescott: Handles technology for the board; has a 30-year background in higher education IT.
  - Ted Sill: Board member for about three years.
  - Doug Garrand: Board President, serving for six to eight years.
  - Nancy Garrand: Retired elementary teacher.
- Three members were absent: Kathie LaBombard, Lorna Hohn (Vice President), and Kelly Frady.

## **Administrative Updates and Member Information**

- The board will update its contact list.
- The Conflict of Interest policy will be added to the next month's agenda. Romeyn will create a fillable Adobe PDF form for the document to be reused annually.
- Board members were reminded to complete two hours of required annual training, including mandatory sexual harassment training. Robyn will continue to send training notices and can provide links for online completion.

## **Treasurer's Report**

- A motion was made, seconded, and passed to accept the treasurer's report. (Motion by Romeyn)
- The new fiscal year and budget have started. As of January, 22% of funds have been collected and 10% spent.
- A significant expense was the commercial insurance payment of around \$4200.

## **Insurance Discussion**

- The library, along with six other local libraries, is requesting a rate evaluation due to price increases from Utica.
- Robyn is waiting for return calls from the agent, Troy Shepherd, regarding potential savings. A suggestion was made to get a quote for a \$1,000 deductible (up from \$500).
- Doug will ask a contact who works with other public libraries about their insurance providers.
- The need to update the library's inventory and building assessment was raised to ensure coverage reflects replacement value. This was added as an item for the five-year plan.

## Director's Report

- The director's report was presented for informational purposes.
- **Laundry Program:** The program offering \$5 for laundry has been discontinued due to abuse. The library will now only offer detergent and fabric softener bags.
- **Resource Bathroom:** Product usage is down by about half due to lower stock and to curb overuse by some individuals.
- **Story Times:** Fewer story times were held as Jen was away for three weeks.
- **Warming/Cooling Station:** The library is now an official station and recently hosted a couple whose furnace broke.
- **Wi-Fi Usage:** Traffic increases when Frontier's internet service is out.
- **GED Program:** The program will resume with four students and an instructor after being paused due to low enrollment.

## Book Vendor and Annual Report Discussion

- The library is using Ingram as a book vendor and is exploring Tidal Wave, but neither is as comprehensive as the previous provider, Baker and Taylor.
- The process for completing the annual report, due by the end of February, is unknown as the previous system was tied to Baker and Taylor. Robyn has started compiling numbers but is unsure of the final format.

## Book Sale Location and Logistics

- A new, free, and handicap-accessible location for book sales has been offered by Roby Scott in the old church building across from the thrift shop.
- The Friends of the Library will discuss this offer at their early March meeting.
- Book collection is currently on hold. There are approximately 85 boxes of donated books in storage.

## ICE (Immigration and Customs Enforcement) Policy

- The board reviewed a CEFLS document on procedures for handling visits from ICE agents.
- The policy suggests appointing an off-site contact person to act as a deterrent; Romeyn was proposed for this role.
- The library needs to formalize a written plan based on the document. Robyn will distribute copies of the policy to board members.

## Timeline and Town Funding

- The library receives \$22,000 each from the towns of Chesterfield and Ausable, and the AVCS District, totaling \$66,000 of its \$110,000 annual budget.
- Letters need to be sent to town supervisors for upcoming budget discussions.
- The board discussed asking for a cost-of-living increase but decided to wait another year, partly due to the Ausable Valley School District's financial issues.

## Community Arts Festival Update

- **Fundraising:** Donor appeal letters have been sent, and the website is being updated with sponsor thank-yous.
- **Coordination:** All 40 registered plein air artists have been contacted, and the first planning committee meeting is scheduled.
- **Sticker Fundraiser:** Two sticker designs are being considered (arts festival and library's 100th anniversary). Tom Lorman has offered to make them for free.
- **Event Changes:** "Arts in the Park" artisans will be located behind the library, while free family activities will be by the mill.
- **Youth Involvement:** A high school art contest to paint the library is underway, with a reception and a \$250 prize for the winner in June.

## Communications and Other Business

- **Friends of the Library:** The Friends Open House was well-attended, resulting in 12 new members. The group is being established as a separate 501(c)(3).
- **Robyn's Recognition:** Robyn was chosen as one of twenty outstanding women by WOKO radio and highlighted the new Friends group in her radio interview.
- **Upcoming Bakery Fundraiser:** As part of "Love Your Library Month," Nancy and Doug will organize a simplified bakery fundraiser with online pre-orders for a Saturday pickup at the end of the month.

## Action Items

- Romeyn will review Robyn's notes on the previous meeting minutes.
- Romeyn and Doug to meet and clarify the board term-tracking chart.
- Update the board member contact list with Kelly Frey's new email and Romeyn's preferred email.
- Add the Conflict of Interest policy to the agenda for the next meeting.
- Romeyn will create a fillable PDF for the Conflict of Interest form.
- All board members to complete two hours of annual training, including sexual harassment training.
- Robyn will follow up with the insurance agent, Troy Shepherd, regarding potential savings and a quote for a \$1,000 deductible.
- Doug will inquire with a contact about insurance options used by other public libraries.
- An inventory and building assessment will be added to the five-year plan for future discussion.
- Robyn to photocopy and distribute the ICE policy document to all board members.
- Secure artisans and food vendors for the arts festival.
- Finalize designs for the sticker fundraiser.
- The arts festival planning committee will begin meeting monthly.
- A board member will ask the town supervisors about the timeline for their budget discussions.
- Doug to finalize the date for the bakery fundraiser and coordinate with Robyn.