



Keeseville Free Library

1721 Front Street, Keeseville, NY 12944

(518) 834-9054

KFL Board Meeting Minutes

June 17th, 2025

A meeting of The Board of Trustees of the Keeseville Free Library was held on Tuesday, June 17th, 2025 and was presided over by Doug Garrand with Romeyn Prescott as secretary.

The meeting was called to order at 4:10 P. M.

Voting members in attendance:

- Kelly Frady
- Lorna Hohn
- Kathie LaBombard
- Judy McCusker
- Margaret Sheehey
- Ted Sill

Members not in attendance:

- Nancy Garrand

Also Present:

- Library Director Robyn Pray
- Bookkeeper Sheila Vanags

Meeting Opening and Minutes Approval

- The meeting was called to order.
- Previous minutes were reviewed; a correction was made to the soup quantity, removing irrelevant details beyond "68 quarts." The official copy has been updated.
- Paper copies of previous meeting minutes will be distributed digitally. Paper copies will be provided by request only. This is to reduce paper and printer supply usage.
- Motion to approve the minutes was raised (Kathie), seconded, and approved unanimously.

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

Margaret Sheehey

Treasurer's Report and Financial Overview

- The Treasurer's Report was presented with bank statements from two accounts, reconciled monthly with checkbook records kept in a physical folder.
- Bank reconciliations are prepared at the end of the prior month for accuracy.
- Six-Month Budget Benchmark:
 - Slight overages on propane expenses.
 - Surplus of about \$20,000; collections are at 70% (excluding certain annual drives).
- Program Expenses: Programs are nearing \$5,279, including tool lending library costs.
- QuickBooks Update:
 - QuickBooks has been set up with Ted and Robin's collaboration.
 - One minor tax-related glitch remains, pending resolution.
 - New reporting capabilities enhance board understanding of revenue and expenses (74% of budgeted income received, 51% of budgeted expenses spent).
- With improved computerized reporting, external accounting services (e.g., CPA) may only be needed for the year-end report.
- Motion to approve the Treasurer's Report was raised (Kelly), seconded, and approved unanimously.

Minutes and Document Distribution Practices

- Emphasis on sending minutes and bank records ahead of meetings, ideally a few days prior, for board review.
- Romeyn is responsible for preparing and sending full packets in advance.

Library Maintenance and Facility Updates (Old Business)

- Gutter Extensions and Equipment:
 - New gutter extensions installed.
 - Need to clear accumulated dirt under mini-split and possibly elevate or shield equipment (e.g., with a small hut or roof) to protect from snow and ice.
- Facility Aesthetics and Repairs:
 - Discussed repainting and scraping the front door to improve appearance.
 - Library sign reviewed; "Keeseville" lettering has peeled off, with repair plans considered.

Friends of the Library, Volunteers, and Committee Formation

- Friends of the Library Meeting:
 - Initial meeting had 5–6 attendees.
 - Chris will email participants to arrange the next meeting focused on administrative tasks.
- Volunteer Roles and Delegation:
 - Discussed dividing responsibilities such as opening/closing the library, event help, and serving as ambassadors.
 - Emphasis on creating a checklist to delegate duties and avoid overburdening key individuals.
- Formation of Subcommittee for Five-Year Planning:

- Committee proposed to strategize building improvements and program benchmarks for the five-year plan.
- Previous planning efforts and templates from other libraries referenced.
- Interest in seeking external support (e.g., main library personnel) to facilitate planning.

New Business: Annual Giving, Direct Mail, and Fundraising

- Annual Giving Letter:
 - Letter sent out on time.
 - Envelopes and mailing materials prepared; postal delivery delays noted.
- Outsourcing Direct Mail:
 - Explored using a direct mail service (e.g., Penny Saver or mail house) for printing, addressing, and mailing to ~2,500 recipients.
 - Estimated cost is about \$720 for a full campaign.
- QR codes may be included in the mailer, directing recipients to the website for more details.

Summer Reading and Program Updates

- Collaboration with High School:
 - Summer reading program will be integrated into the high school curriculum with weekly visits, potentially engaging ~200 children.
 - Chelsea Sprague will coordinate the high school component.
- Weekly Program Schedule for Children (Ages 6–10):
 - Week 1: Drawing session with guest Sherry Ansel.
 - Week 2: Painting session with Jessie Furnia.
 - Week 3: Pinch pots with Tricia Best.
 - Week 4: Music session with Phoebe Arnold.
 - Week 5: Food-related learning with Snap Education.
- Teen and Summer Art Series ("Color Our World"):
 - Includes a two-part figure drawing session, jelly art during plein air festival week, quilling workshop, mask-making class with Evelyn Mckay, and a concurrent macrame class with her mother.
- Additional Events:
 - Puppet show presentations (two showings).
 - Community arts and flower projects, including a community camp tied to the plein air festival with participatory art activities.

Grants, Funding Initiatives, and Upgrades

- Calcutta Fundraising:
 - Net amount of ~\$4,688 raised, supporting library funds and volunteer participation; event was well-attended.
- Kiwanis Funding:
 - Library is now eligible to apply for Kiwanis funding for upcoming projects.
- NYSERDA Initiative:
 - We do not qualify for their grant because we do not use our mini split exclusively.
 - Potential upgrade to a heat pump system (heating and cooling) to be considered in the five-year plan.
- Grant Applications:
 - Some applications remain incomplete due to time constraints.
 - Volunteers Chris Allen and Bryce Dickey have offered to assist with writing or reviewing to secure additional funding.

Additional Discussions and Scheduling

- Addressed technical aspects of QuickBooks setup, clarified budget figures, and discussed delegating event setup tasks.
- Next board meeting scheduled for Tuesday, July 29th at 4:00pm

Meeting adjourned at 5:00 P. M.

Respectfully submitted,



Romeyn Prescott, Secretary