Keeseville Free Library
1721 Front Street
Keeseville, NY 12944

Phone: (518) 834-9054
Email: keesevillefreelibrary3@gmail.com
KeesevilleFreeLibrary.com

Robyn Pray
Library Director

BOARD OF TRUSTEES

Doug Garrand
President

Lorna Hohn
Vice President

Romeyn Prescott
Secretary

Ted Sill
Treasurer

Kelly Frady
Nancy Garrand
Kathie LaBombard
Judy McCusker
Erik Zimmerman

July 8th, 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:
Kathie LaBombard
Kelly Frady

Also present:
Robyn Pray – Library Director
Sheila Vanags – Bookkeeper

Call to Order – 5:04pm

Approval of Minutes

- Doug called the meeting to order and requested review/approval of prior minutes.
- Romeyn noted that the date on the minutes was incorrect as distributed and has already been corrected.
- Motion to approve proceeded after correction; vote passed.

Treasurer's Report

- Income is at approximately 80-90%, with spending around 41%, leaving a buffer of $42,000. Additional income is expected from a fundraising letter and the Heart Festival, indicating a strong financial position.
- Expenditure Thresholds**:** Board approval is required for non-routine or "extraordinary" expenditures, especially maintenance beyond incidental items. Staff should inform the board of larger budgeted projects (e.g., hot water tank) and seek formal approval for audit compliance. For time-sensitive purchases, an emergency or post-acknowledgment vote can be used and must be documented. The equipment capitalization threshold is $2,500. A past TV purchase was noted as an example where prior approval could have been sought.

Director's Report

- **Monthly Highlights:** The previous month was busy, featuring a visit from Keeseville Elementary sixth grade, a successful Dozer Days event (expecting $1,000 from Kiwanis), and a well-received immigration presentation.
- **Library Usage:** Patron illness affected physical circulation, but digital services like Libby and Kanopy saw increased usage. Future reports will include this online data. Circulation metrics count per book, not per patron. Tracking these numbers is crucial for demonstrating strength and securing grants. The library averages about 8,000 in-person book checkouts and nearly 11,000 total checkouts annually, including interlibrary loans.
- **Summer Reading Program:** The program boosts circulation in July-August. The library delivers 50 books per week to Ausable Forks Elementary. Robyn will coordinate with Chelsea Sprague (school summer youth program coordinator) to explore using the school's library for book supply due to construction at the high school.
- **Resource Bathroom:** Supplies were depleted quickly. Robyn is considering a grant to sustain funding for these items.

Arts Festival Report

- Jenn, the festival coordinator, is working ahead of schedule. Two artisans who dropped out were immediately replaced. Logistics for tables, chairs, and panels are finalized. Arrangements are complete for food, transportation, and volunteers.
- The festival is financially ahead of previous years due to increased sponsorship donations. The Square account is set up to automatically collect sales tax.
- Jen will be paid a flat fee plus a bonus as stipulated in her contract. Event insurance was secured for $644. In-kind donations are being tracked for public acknowledgment.

Community Engagement and Fundraising

- **Annual Community Mailing:** A motion was approved to spend under $2,000 for a mailing of 3,000 double-sided postcards via Studley Printing. The card will be informational but include donation options (QR code) and link to a longer letter online. It will be supplemented by hand-delivered letters to local businesses.
- **Centennial Art Contest:** The board selected a winning painting from three high school student submissions. The winner will receive a $250 prize, and the artwork will be framed and displayed at the arts festival.

- **Brewery Partnership:** An event at Ausable Brewing Company will celebrate a special library-labeled beer. The library will receive $1 per draft pour and proceeds from four-pack sales. The event will feature a library table for outreach and selling merchandise.
- **Friends of the Library Book Sale:** The weekly sale is ongoing. The group discussed whether larger, less frequent events might be more effective. The planned use of the civic center space for the book sale is on hold.

Civic Center Space

- A substantial private donation was intended for library renovations at the civic center. However, there is confusion whether the space will be dedicated "library space" or general "community space." Robyn has a meeting scheduled with Town Supervisor Tim Bresett and Amy Breila in August to clarify the library's role and future use of the space.

Other Updates

- **Board Vice President Vacancy:** The election for Vice President was tabled until the next meeting. The board plans to ask members of the Friends group if they are interested in joining the board and potentially the VP role. The board also agreed to organize a gift for former VP Lorna for her long service, collecting $10 from each member.
- **Grant Updates:** A decision on the Adirondack Lake Center for the Arts grant is expected in August. Regarding the New York Forward smaller projects fund, Robyn will meet with Town Supervisors to inquire about eligibility for a local pool of funds.
- **Book Procurement:** Robyn received training on Ingram to address procurement issues following changes with Baker & Taylor. The library continues to explore new distributor options with support from CEFLS.
- **AED Purchase:** The board approved the purchase of a Philips HeartStart semi-automatic AED and accessories for a total cost of approximately $1,260, utilizing grant-reduced pricing.
- **Mission Statement Review:** The board agreed to review the mission statement regularly. Romeyn will attach the current statement to all future agendas to facilitate discussion on potentially expanding it to include technology, community collaboration, and the arts festival.
- **Annual Report:** The annual report, submitted in March, was reviewed with no questions raised.

Adjournment

- The meeting was adjourned at 6:21. The next meeting is scheduled for August 12, 2026.

Respectfully submitted,

Romeyn Prescott

Romeyn Prescott - Secretary