



## DRAFT MINUTES

Board of Trustees ~ Regular Meeting  
Wednesday, May 20, 2026 at 6:32 pm  
4922 Lake Shore Drive, Bolton Landing, NY 12814

- **Call to Order and Roll Call of Trustees**

Linda Breen (President) – 2027

Sue Heusner (Vice President) – 2030

Aimee Holmes (Secretary) – 2031

Justine Mosebach (Treasurer) – 2029 – ABSENT

Mary Ciccarelli – 2031 – ABSENT

Jane Gabriels – 2028 – VIRTUAL

Lynn Lavelle – 2029

Joan Peebles – 2028

Tracey Puckhaber – 2030

- Staff in Attendance: Christiann Gibeau and Sarah Jordan

- Public in Attendance: Scott Mosebach (Treasurer) and Sue Pfau

- **Disposition of Minutes of the Previous Meeting** – No comments or changes

***Motion to approve the April 2026 Board Meeting Minutes made by Sue Heusner, seconded by Tracey Puckhaber – All in favor – Approved***

- **Annual Book Sale** – Sue Pfau requested removing the requested donation to shop the first evening of the Annual Book Sale

***Motion to remove the requested donation to shop the first evening of the Annual Book Sale made by Tracey Puckhaber, seconded by Joan Peebles – All in favor – Approved***

- **Treasurer's Report**

- April Financial Statements – presented by Scott Mosebach

- CD matures this month

***Linda Breen recommended rolling over the CD at the best available rate – All in favor – Approved***

- Linda mentioned that we received a check the other day from the TD Affinity program, which will be included in the May Treasurer's report

***Motion to accept the Treasurer's report made by Lynn Lavelle, seconded by Tracey Puckhaber – All in favor – Approved***

- **Director's Report** – presented by Christiann Gibeau

- Christiann said that she talked to Kim Bolan at SALS about where to document buildings and grounds planning. Kim told her that we could

have a Facilities Master Plan that should be referred to in the Long-Range Plan

- Christiann said that she spoke with Matt Kelley with the American Legion about a flag ceremony. He agreed to come raise and lower our flag, as appropriate
- Linda asked about condensing graphs and formatting in the Director's report to reduce paper usage
- Missed May 15 deadline to apply for the grant applied for last month due to outdated contact information on file
- Christiann said that we need to vote on all invoices before paying and we will work on this process
- Christiann will be out of town May 21-24

***Motion to accept the Director's report made by Lynn Lavelle, seconded by Joan Peebles – All in favor – Approved***

- **Committee Reports**

- Building & Grounds – Sue Heusner and Linda Breen
  - Linda presented quotes for adding light to the parking area and to the flag. The electrician who gave the estimate said that the breakers need to be updated due to age and also provided a quote. Sue will look into options to add a small solar-powered light to the top of the flag pole rather than adding wired lighting onto the roof due to cost and the potential for excess not downward facing and shielded light.

Tracey asked if the parking area light would be on all night or if it would be on a timer or a motion sensor.

Sarah asked if they would be hard-wired and if there is a less expensive alternative.

Sue will review the quotes further and we will revisit.
  - Sue is talking to the Historical Society next door about managing water coming from their gutters, which flows into our basement
  - Christiann mentioned that she replied to a SALS inquiry that we intend to consider pursuing a construction grant
- Finance
  - Met with Buildings and Grounds Committee to identify and discuss upcoming needs
- Book Sale (July 24-26) – Discussed above with Sue Pfau; no additional updates
- Fundraising – Joan Peebles and Linda Breen
  - Custom decorative ornament is currently in production

- Joan brought a prototype of a wooden bookmark
- Farmer's Market (starts last Friday in June). Market hours from 9-1. Planning to have a Trustee volunteer at all shifts
- Plant Sale (May 23) – Carla Cumming organizes and manages
- Pickleball Tournament (June 20-21). Sign-up forms are ready. Linda suggested promoting library cards and the newsletter to people who come in to sign up for pickleball. Linda provided a letter to give to businesses when requesting donations. Hoping to receive a grant to cover the cost of insurance for the event
- Grants – Sarah Jordan
  - Held an early literacy event last Saturday. Sarah is planning to talk to the After-School Program and the school about distributing remaining books and materials to children
  - Adirondack Foundation Grant

***The Grant Committee recommended pursuing the Adirondack Foundation Grant – All in favor – Approved***

- Long Range Plan – Aimee Holmes – No updates
- Personnel – Linda Breen
  - Christiann expressed concern about the budgeted amount for staff to cover all open hours
  - Scott expressed support for making sure that the library is appropriately staffed to meet the community needs, particularly through the summer season
  - Linda asked Christiann and Sarah to suggest a schedule for open hours by the June meeting
- Policies & Procedures – Linda Breen – No updates
- Sunshine – Linda Breen
  - Sarah suggested a thank you for Marcia for providing a learn to crochet program

***Motion to accept the Committee reports made by Lynn Lavelle, seconded by Tracey Puckhaber – All in favor – Approved***

● **Old Business**

- Linda, Aimee, Christiann, and Sarah went to the Annual SALS dinner on 5/19

● **New Business**

- Linda recommended that Justine Mosebach be named Secretary and Aimee Holmes be named Treasurer (assisting Scott Mosebach)

***Recommendation seconded by Lynn Lavelle – All in favor – Approved***

- **Period for Public Comment** – No additional comments.

- **Other Business**

- Christiann asked if people had heard any feedback about recent changes at the library
- Sue mentioned that she met the new Town Recreation Director and he expressed interest in collaborating with the library
- Linda asked Christiann if she has attended a Chamber of Commerce Mix & Mingle; she has not yet
- Joan asked about the discussion from the previous meeting's executive session

- **Executive Session**

- To discuss the medical, financial, credits or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
- Entered into Executive Session at 8:06 pm

***Motion to end Executive Session made by Linda Breen – Seconded by Tracey Puckhaber – All in Favor – Approved***

- Ended Executive Session at 8:11 pm – No action taken

- **Date of Next Board Meeting**

- June 17, 2026 @ 6:30 pm

- **Adjournment**

***Motion to Adjourn the May 2026 Board Meeting made by Lynn Lavelle – Seconded by Tracey Puckhaber – All in Favor – Approved at 8:13 pm***