

**ORWELL TOWN BOARD**  
**Special Meeting**  
**Orwell Town Hall**  
**August 15<sup>th</sup>, 2023**  
**5:00PM**

Members Present:

Supervisor William Potter

Council members: William Garvin, David Lake, Ryan Jones, Jessica Steele

Also Present:

Town Clerk-Amber Wilson

Public Present- Jane Nemier, Gretchen Flick, Carol Wihera, Christina Burns, Kathleen Melia

Supervisor Potter opened the special meeting to discuss the approval of the Cogswell Free Public Library Trustees at 5:00 PM. In the process of reviewing how many trustees the library board is supposed to have, it was discovered that many things have not been done as they should be. One of those things is the Town Board must approve all Library Board trustees.

Representatives from North Country Library Systems (NCLS) were present to provide information as well as answer questions. NCLS updated the library's board of trustees' bylaws requiring all trustees to reside in the Town of Orwell as well as requiring them to sign an Oath of Office within 30 days of approval of their appointment.

Gretchen Flick, Library Trustee President, introduced herself. Gretchen is a retired teacher of 21 years, has lived in the Town of Orwell for many years, and has been an active member of the library since 2020. Only recently was she given the title as president.

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman Ryan Jones to approve Gretchen Flick as a Cogswell Free Public Library Board Trustee. (5 ayes) motion carries.

Christina Burns, Library Board Trustee candidate, introduced herself. She is a nurse who currently works with a Medicare Advantage company. She has lived in the Town of Orwell for 17 years.

-A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to approve Christina Burns as a Cogswell Free Public Library Board Trustee. (5 ayes) motion carries

Jane Nemier, Library Board Trustee candidate, introduced herself. She is retired from South Jefferson High School and is widowed. She has lived in Orwell for 3 years.

-A motion was made by Councilman William Garvin and seconded by Councilman David Lake to approve Jane Nemier as a Cogswell Free Public Library Board Trustee. (5 ayes) motion carries

Kathleen Melia, Library Board Trustee candidate, introduced herself. She had a camp in Orwell for many years and built a house to live in full time 11 years ago. She is a retired health safety and environmental director. She currently runs the Redfield Food Pantry and has for the last 7 years.

-A motion was made by Councilman William Garvin and seconded by Councilwoman Jessica Steele to approve Kathleen Melia as a Cogswell Free Public Library Board Trustee. (5 ayes) motion carries

NCLS is assisting local libraries with a broadband project. With this project the library will receive upgraded routers as well as public access computers. The grant could cut the cost to the library up to 50% for the computers and up to 90% for the broadband upgrades and installation. The Town of Orwell owns the building the library is housed in so Board approval is needed to move forward with the project.

-A motion was made by Councilman Ryan Jones and seconded by Councilman William Garvin to approve a letter of support for the broadband project for the library. (5 ayes) motion carries

**Town of Orwell**

PO Box 5

Orwell NY 13426-0005

Phone (315) 298-3236 Fax (315) 298-4705

Email: [supervisor@townoforwell-ny.us](mailto:supervisor@townoforwell-ny.us)

August 16, 2023

To whom it may concern,

The Town of Orwell fully supports the Cogswell Free Library Board's application to the NYS Public Library Construction Grant Program. The Town Board is aware of and in agreement with the broadband project implications and has the authority to approve the improvement of the space. The building is open to the public and, as such, the proposed project will have a positive impact on the community. In addition, the library will have use of the space for at least ten years after the completion of the broadband project.

If you would like to discuss our support of this application further, please feel free to contact me at (315) 298-3236. Thank you.

Sincerely,

William Potter  
Supervisor Town of Orwell

NCLS also has a grant the library can apply for that will help cover up to 75% of the costs of upgrades for the library. The library is looking to remove the built in shelves and dark paneling and replacing them with lighter colored paint and shelving, the center rows of shelves will be replaced with rolling shelves, the kids' corner will be completely redone, a new circulation desk for the library director, new carpet, new ceiling tiles, added storage space, and possibly new windows. The Town Board reviewed the projected new design and made some suggestions. Gretchen Flick has received a few quotes for some of the upgrades but is still waiting on others. The project is projected to be completed in 2025.

-A motion was made by Councilman William Garvin and seconded by Councilman David Lake to approve providing NCLS with a letter of support for the library's renovation project. (5 ayes) motion carries

### **Town of Orwell**

PO Box 5

Orwell NY 13426-0005

Phone (315) 298-3236 Fax (315) 298-4705

Email: [supervisor@townoforwell-ny.us](mailto:supervisor@townoforwell-ny.us)

August 18, 2023

To whom it may concern,

The Town of Orwell fully supports the Cogswell Free Library Board's application to the NYS Public Library Construction Grant Program. The Town Board is aware of and in agreement with the library's construction project implications and has the authority to approve the improvement of the space. The building is open to the public and, as such, the proposed project will have a positive impact on the community. In addition, the library will have use of the space for at least ten years after the completion of the construction project.

If you would like to discuss our support of this application further, please feel free to contact me at (315) 298-3236. Thank you.

Sincerely,

William Potter  
Supervisor Town of Orwell

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman Ryan Jones to approve providing NCLS with a letter of available funds. (5 ayes) motion carries

**Town of Orwell**

PO Box 5

Orwell NY 13426-0005

Phone (315) 298-3236 Fax (315) 298-4705

Email: [supervisor@townoforwell-ny.us](mailto:supervisor@townoforwell-ny.us)

August 18, 2023

To whom it may concern,

The Town of Orwell fully supports the Cogswell Free Library Board's application to the NYS Public Library Construction Grant Program. The Town Board is aware of and in agreement with the library's construction project implications and has the authority to approve the improvement of the space. The building is open to the public and, as such, the proposed project will have a positive impact on the community. In addition, the library will have use of the space for at least ten years after the completion of the construction project.

If you would like to discuss our support of this application further, please feel free to contact me at (315) 298-3236. Thank you.

Sincerely,

William Potter  
Supervisor Town of Orwell

-A motion was made by Councilwoman Jessica Steele and seconded by Supervisor William Potter to adjourn the meeting at 6PM. (5 Ayes) Motion carries

Submitted August 24<sup>th</sup>, 2023.