

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
15 May 2017

Attending: Janna Shillinglaw, President; Bryan Richmond, Vice-president/treasurer; Clifford Erickson, David Gibson, Lance Moore, Tracey Pause, Gail Sacco, clerk

Call to order 7:04 pm

The minutes of the meeting held on April 24, 2017 were presented to the board and accepted without exception.

Budget Hearing: No public attended the 2017 Budget Hearing.

ADMINISTRATIVE REPORTS:

DIRECTOR'S REPORT:

Gail Sacco reported to the trustees that April was a busy month. The staff were stretched to fill coverage vacancies, which were the result of various absences and leaves. The egg hatching program was very popular and brought in many new faces, as well as increased our social media presence.

Gail Sacco talked about our current construction grant and what work we are looking to have done to complete our grant requirements. Gail also spoke to the trustees about applying for another construction grant to help pay for a new parking area. This would be a 2017-18 project, to begin next spring. Several people suggested that we look into having RPI students do work on the lighting.

David Gibson told the board that he will be in attendance at the budget vote count on May 16.

M (BR) S (DG) P: TO GO INTO EXECUTIVE SESSION

The Board went into Executive Session at 7:35 p.m to discuss employment history.

M (LM) S (BR) P: TO LEAVE EXECUTIVE SESSION.

The Board came out of Executive Session at 7:55 p.m. No motions were made.

PERSONNEL REPORT:

M(DG) S(JS) P: TO APPOINT A TOTAL OF TWO INTERIM LIBRARY CLERKS TO FILL THE VACANCIES CREATED BY STAFF RESIGNATIONS FOR A COMBINED TOTAL OF 28 HOURS WEEKLY AT \$14.25/HOUR.

M(JLM) S(JS) P: TO APPOINT TRACEY PAUSE AS ACTING DIRECTOR FOR THE DURATION OF GAIL SACCO'S LEAVE.

M(DG) S(BR) P: TO ALLOW STAFF MEMBERS TO CARRY OVER A MAXIMUM OF ONE ADDITIONAL WEEK, ACCORDING TO THEIR CATEGORY OF EMPLOYMENT, OF UNUSED

VACATION TIME ACCRUED DURING FISCAL YEAR 2016-17, TO BE USED BY DECEMBER 31, 2017.

M(DG) S(JLM) P: FOR JANNA SHILLINGLAW TO SIGN THE 2017 THANK YOU FOR YOUR PATIENCE LETTER TO THE FRIENDS' MEMBERS.

M(JS) S(JLM) P: TO CLOSE THE LIBRARY ON MONDAY, JULY 3RD AS AN ADDITIONAL PAID HOLIDAY FOR 2017 ONLY.

TREASURERS REPORT:

M(JS) S(JLM) P: TO ACCEPT THE APRIL 30, 2017 TREASURER'S REPORT OF \$124,789.45 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$557,247.63 IN THE MONEY MARKET ACCOUNT AND \$19,319,327 IN THE DONATIONS ACCOUNT.

WARRANTS:

M(JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 10A(APRIL 24-30) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M(JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 11 (MAY 1-15) OF \$16,217.83 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

The profit and loss statement for July 2016 through April 2017 was presented to the board. This was discussed and accepted without exception.

Gail Sacco informed that due to medical issues, she will be taking eight weeks off from the library. During that time Tracey Pause, as Acting Director, has been given access to the bank account for the purpose of transferring money from the money market to the operating account.

M(JS) S(BR) P: TO APPROVE PAYMENT FOR THE FOLLOWING PROGRAMS: \$50, RABBITS-ANIMAL CAMP WEEK; \$200, TRAVELING FARM & PETTING ZOO; \$50, JUST CATS; \$50, WMHT'S "FLIGHT"; \$160, MUSICAL CELEBRATION; \$400, FUN WITH ENERGY WITH JEFF BOYER. THE FAMILY BOOK DISCUSSION W/POTLUCK ABOUT MENTAL ILLNESS IN YOUTH HAS BEEN APPROVED, BUT DAVID GIBSON AND FAMILY WILL BE DONATING THE \$50 PAYMENT.

NEW BUSINESS: Gail Sacco reminded the board that she would not be present for the June trustee meeting. She also explained the acting Director Tracey Pause would be attending the ALA conference in Chicago. The trustees discussed their options and decided to cancel the June meeting. The July meeting will be held on July 17 at 7:00 p.m.

(M)JLM (S)DG P: Meeting Adjourned 8:45 p.m.

Respectfully Submitted,

Gail Alter Sacco, Clerk