

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
24 July 2017

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

Attending via Skype: Clifford Erickson
Call to order 7:04 pm

OATH OF OFFICE: The oath of office was administered to Janna Shillinglaw by Bryan Richmond for a term which will expire on June 30, 2022. Due to library programming needs Clifford Erickson was not able to join the meeting until 7:15. The Trustees decided that all trustees needed to be present at the meeting to select new officers and postponed the vote.

Gail Sacco presented the organizational motions to the Trustees.

THE TRUSTEES APPROVED, BY ACCLAMATION, THE ORGANIZATIONAL MOTIONS FOR THE YEAR BEGINNING JULY 1, 2017 AND ENDING ON JUNE 30, 2018. THEY ARE ATTACHED TO THE OFFICIAL MINUTES OF THIS MEETING.

The minutes of the meeting held on May 15, 2017 were presented to the board and accepted without exception. There was no Board of Trustee meeting held in June, 2017.

A visitor asked about the strategic planning process, and if the trustees would be following through with that. The trustees stated that they would be working on this in the future.

DIRECTOR'S REPORT:

Gail Sacco reported that the librarians have noted that print circulation has continued to decline. They are evaluating the best use for the collection development budget and their discussion includes adjusting the balance of funds spent between print and digital items. The Trustees discussed this and requested budget information parsed by subsidiary account for the next meeting.

The Trustees reviewed a current legal opinion from the Committee on Open Government regarding whether someone attending a meeting via videoconference also has the ability to vote. After discussion, the Trustees decided that, while Cliff Erickson would be able to participate, he would not be able to vote by skype at this meeting.

Gail Sacco reported that she has received notice from Sen. Amedore that the Library will be receiving \$15,000 in grant money for makerspace planning. This is the makerspace that the Library is working on in collaboration with the Voorheesville Central School District.

Lynn Kohler is developing a library request for the current NYS Construction Grant cycle. This grant includes the parking area, outside lighting and a new front sign. Gail Sacco left a message for the RPI lighting program to get a lighting recommendation, but has not heard back.

Gail Sacco relayed information about the positive air-flow issue at the library. TBS, the library HVAC people, feel the issue can be and will put together a plan for review.

Beginning in September, the library will be presenting a movie series for adults. It will be held on the second Sunday afternoon for each month. Movie rating guidelines will be used to monitor attendance. A diversity program on life cycle events with local clergy is tentatively scheduled for November 1.

Personnel: Gail Sacco informed the trustees about 2 retirements this month: Archivist Jim Corsaro and Graphic Artist Lesa Clark. Gail will be reaching out to someone who can do some per diem artwork so the library's marketing needs can be evaluated. Janna Shillinglaw suggested someone who may be interested in per diem artwork.

Tracey Pause told the Trustees that she and Michele Reilly interviewed for the 2 vacant library clerk positions. Canvass letters were sent out, interviews scheduled and completed. After discussing the candidates with Gail Sacco, they felt that one position should be hired as full time, while the other would be filled as part-time. The Trustees discussed this and agreed.

M (JS) S (BR) P: TO AUTHORIZE GAIL SACCO TO HIRE 1 PART-TIME LIBRARY CLERK, ACCORDING TO THE PAY RANGE ADVERTISED IN THE CANVASS LETTER, AND HIRE 1 FULL-TIME LIBRARY CLERK/IT ASSISTANT WITH A PAY RANGE OF \$25,935 TO \$30,922.

TREASURERS REPORT:

(The May and June Treasurer's Reports were amended in September 2017. These figures reflect the corrected reports. The motion to amend appears in the September 2017 minutes.)

M(DG) S(JS) P: TO ACCEPT THE MAY 31, 2017 TREASURER'S REPORT OF \$111,347.91 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$497,448.03 IN THE MONEY MARKET ACCOUNT AND \$19,422.56 IN THE DONATIONS ACCOUNT.

M(DG) S(JS) P: TO ACCEPT THE JUNE 30, 2017 TREASURER'S REPORT OF \$24,658.94 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$497,632.02 IN THE MONEY MARKET ACCOUNT AND \$19,425.65 IN THE DONATIONS ACCOUNT.

WARRANTS:

M(JS) S(JLM) P: APPROVE FOR PAYMENT WARRANT 11A (MAY 16-31) OF \$11,786.55 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M(JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 12 (JUNE 1-30) OF \$40,533.12 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M(JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 1 (JULY 1-24) OF \$19,254.50 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

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

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Tracey Pause discussed the issue of power outages with the Trustees. These outages have been occurring more frequently this past month, due to weather and work on the power lines. Pause asked that a policy be developed for future power issues. The Trustees discussed this and decided to add this to a future agenda item.

David Gibson reminded the Board that he would like to donate \$50 towards the book discussion for *Some Kind of Happiness* by Claire Legrand, slated for July 24.

M (DG) S(JS) P: RESOLUTION TO INCREASE THE BUDGET BY \$50 FROM THE DONATION BY THE GIBSON FAMILY. THIS MONEY WILL BE PUT IN THE PROGRAM BUDGET AND BE USED FOR THE JULY 24, 2017 BOOK DISCUSSION.

“Email voting” by the trustees was discussed. David Gibson explained that the School District has a system that he was sure they would share with the Library. He will contact the district for more information.

EXECUTIVE SESSION:

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

The Board went into Executive Session at 8:35 pm to discuss employment history and contract items.

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

The Board came out of Executive Session at 9:30 pm.

M(JS) S(JLM) P: THAT THE LIBRARY BOARD OF TRUSTEES AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE A CONTRACT FOR THE PURCHASE OF 47 SCHOOL ROAD FOR A PRICE NOT TO EXCEED THE MARKET VALUE, SUBJECT TO THE APPROVAL OF THE RESIDENTS OF THE SCHOOL DISTRICT AND CONTINGENT UPON ANY SCHOOL DISTRICT REQUIREMENTS AS APPLICABLE.

M(DG) S(BR) P: Meeting Adjourned 9:40 p.m.

Respectfully Submitted,

Gail Alter Sacco, Clerk