

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
24 June 2019

Attending: David Gibson, President; Bryan Richmond, Treasurer/VP, Alan Kowlowitz, Janna Shillinglaw, J. Lance Moore, and Sarah Clark, clerk.

Others Attending: Tracey Pause, Belinda Heckler

Excused:

Call to order 7:05 pm

The minutes of the meeting held on May 13, 2019 were accepted as presented.

David Gibson welcomed guest Belinda Heckler, who was elected to the Board of Trustees to replace J. Lance Moore. Belinda will be sworn in at the beginning of July, 2019, to serve a five year term.

**NEW BUSINESS:**

**Strategic Plan:** David Gibson led the discussion, explaining that, rather than focusing on a comprehensive 5 year plan, he would recommend a simpler 2 to 3 year plan, limited to 2 or 3 items. As a way to start the process, David asked that every member bring at least 2 ideas, which they think are important, to the July meeting. Director Sarah Clark would then take this list of items to the staff for their input. David told the board his goal is to have a strategic plan in place by October, 2019. The trustees discussed this and made several suggestions, including surveying the community at some point in this process. David will put some thoughts together and speak with UHLS about how other Libraries have developed their strategic plans. He will circulate this information to the other trustees before the July meeting.

**Sexual Harassment Policy:** Alan Kowlowitz told the board that he and Sarah had met on May 18 to go over the draft sexual harassment policy. The trustees discussed the draft policy that had been sent to them before the meeting. Bryan Richmond had two questions about the phrasing. These were discussed, and the wording was amended to satisfy his concerns.

**M(AK) S(JLM) P: TO ACCEPT THE SEXUAL HARASSMENT POLICY AS AMENDED.**

Director Sarah Clark will make the changes and send the final policy to each trustee, as well as file the final version.

**Tobacco Use Policy:**

**M(JS) S(AK) P: TO ACCEPT THE TOBACCO USE POLICY AS PRESENTED.**

**Annual Report:** Director Sarah Clark received copies of the annual report, and distributed them to the trustees. The report was discussed. David Gibson asked Sarah to reach out to the School District in an effort to receive more accurate/current census numbers.

**DIRECTOR REPORT:**

The Directors report was presented in a new format this month, using graphs instead of tables. The trustees discussed the new format. David Gibson asked that next month, Sarah use fewer

graphs, but include in-depth comments to help explain them.

Director Sarah Clark highlighted the success of community bike day. She turned to Assistant Director Tracey Pause to talk about the upcoming weekly BINGO (adult SRP) game, which started today. Sarah also mentioned ENCORE!books hours and success.

#### PERSONNEL REPORT:

Sarah Clark informed the trustees that Librarian Andrew Ward had accepted a position at the Troy Library. His last day will be July 19. Sarah has spoken with Graphic Artist Jeanne Bianchine and IT Specialist John Love, who both assured her they would help to cover any gaps left by Andrews departure, until a new Librarian I was hired. Sarah has already called civil service for a list. Alan Kowlowitz suggested that now might be a good time to develop partnerships with other organizations, for such aspects as archival and local history. Sarah agreed that this was her thinking also. She also suggested that perhaps this would be a good time for possible restructuring at the Library, with a goal of promoting from within and lowering payroll expenses. David Gibson called for a Personnel Committee meeting for the 3rd week in July.

#### TREASURERS REPORT:

M (DG) S (JLM) P: TO ACCEPT THE MAY 31, 2019 TREASURER'S REPORT OF \$58,361.98 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$604,854.77 IN THE MONEY MARKET ACCOUNT AND \$20,334.28 IN THE DONATIONS ACCOUNT.

#### WARRANTS:

M (DG) S (JLM) P: APPROVE FOR PAYMENT WARRANT 11A (MAY 14-31) OF \$8,752.64 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (DG) S (JLM) P: APPROVE FOR PAYMENT WARRANT 12 (1-24) OF \$30,010.44 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

#### FRIENDS OF THE LIBRARY:

Director Sarah Clark attended the last friends meeting. The Friends discussed their upcoming budget. The Library requested extra funds for additional programming, as well as additional funds for musical programs. Sarah explained that she had also increased the Library budget for musical programming, to insure there would be adequate money for this purpose. Trustee Janna Shillinglaw asked that the Friends be reminded the trustees are still committed to having a memorial garden for Gail Saccos' 30 years of service.

David Gibson asked to have his memory refreshed about the process for electing a new slate of board officers. Alan Kowlowitz reminded the trustees that the by-laws were changed last year to allow the board to decide on a slate of officers at the first meeting of each year, and vote on that slate at the second regular meeting.

#### COMMITTEE REPORTS:

FINANCE: No meeting

PERSONNEL: No meeting

FACILITIES: Sarah Clark showed the trustees the design from Elemental Landscapes that she has chosen for the front road sign replacement. The trustees liked the design. The cost falls within the budgeted grant amount and the sign and landscaping should be completed by the end of the summer.

POLICY: Alan reported that the committee had met and discussed the sexual harassment policy, as well as the tobacco use policy. Sarah Clark had shared, with the committee, a policy inventory form, listing all policies recommended for a public library. David Gibson requested that all draft policies be shared with the board in a timely fashion, before the meeting they will be presented and discussed.

David Gibson thanked J.Lance Moore for his past, and hopefully, continued, service to the Library as a trustee.

M(JLM) S(BR) P: MOTION TO ADJOURN 8:35 PM.

Respectfully Submitted,  
Sarah Clark, Clerk