

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
17 SEPTEMBER 2007**

Robert Kent called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Monday, September 17, 2007.

Attending: Robert Kent, Vice-President/Treasurer, Robert Parmenter, Rita Stein, and Gail Sacco, Clerk.

Excused: Richard Ramsey, President

MINUTES: The minutes of the meeting held on July 16, 2007 were presented to the Board. There was no August meeting.

M (RP) S (RS) P: TO APPROVE THE MINUTES FOR THE MEETING OF JULY 16, 2007.

TRUSTEE VACANCY: The trustees met with the candidates at the beginning of September. They plan to meet with one other person before making their decision.

FINANCIAL: WARRANTS: Warrant 1A (July 17-31, 2007) was presented to the Board. Warrant 1A for the operating fund totaled \$15,845.84.

M (RP) S (RS) P: APPROVE FOR PAYMENT WARRANT 1A OF \$15,845.84 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 2 (August 1-31, 2007) was presented to the Board. Warrant 2 for the operating fund totaled \$26,107.33.

M (RS) S (RP) P: APPROVE FOR PAYMENT WARRANT 2 OF \$26,107.33 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 3 (September 1-17, 2007) was presented to the Board. Warrant 3 for the operating fund totaled \$12,656.30.

M (RS) S (RP) P: APPROVE FOR PAYMENT WARRANT 3 OF \$12,656.30 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT: The Treasurer's Report for July 2007 was presented to the Board. M (RP) S (RS) P: TO ACCEPT THE JULY 2007 TREASURER'S REPORT OF \$35,661.82 IN THE CHECKING ACCOUNT, \$117,845.54 IN TEMPORARY INVESTMENTS, \$69,003.86 IN THE BUILDING FUND AND \$8,418.55 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$230,929.77.

TREASURER'S REPORT: The Treasurer's Report for August 2007 were presented to the Board. M (RS) S (RP) P: TO ACCEPT THE AUGUST 2007 TREASURER'S REPORT OF \$12,138.70 IN THE CHECKING ACCOUNT, \$68,276.15 IN TEMPORARY INVESTMENTS, \$68,188.06 IN THE BUILDING FUND AND \$8,869.46 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$157,472.37.

Audit: The accountants are scheduled to come to the library on September 26-27th.

DIRECTOR'S REPORT: Services:

Local History: The final report for local history survey was submitted to the State Archives. In

general, the archivists found that most documents were not adequately secured and preserved. They also found documents relating to the library in the school district vaults. The report recommended further work toward developing a regional repository which would improve security, preservation, and access while allowing each government to maintain clear ownership of its records.

Summer Reading Program Report Theme: "Get a Clue @ Voorheesville Public Library"

Total Number of Hours Read at VPL for SRP = 2,768.50

2006=2,439

2005=2,382.25

2004=2,721.75

2003=2,032.25

Total Number of Books Read at VPL for SRP = 3,290

2006=2,975

2005=2,410

2004=2,595

2003=1,635

Joyce Laiosa, Head of Youth and Family Services had the following to say about this summer. "Our programs were divided into different age groups this year. We made it K-2, which seemed to increase kindergarteners this year. On Wednesdays we had a group of 3rd and 4th graders. This was an excellent group. Their reading skills were the most similar within the group. The third group was 5th graders and up. This group was mainly 5th and 6th graders with a few 7th graders. I think we did better in attendance because it was held in the afternoon instead of evening. However, we really did not have anything special for teens, except for our volunteer group."

The Junior Nimblefingers program has become a distinctive program and should be nominated for "Program of the Year." Julie Stump and I felt we made progress in integrating the ladies with the children and really taught sewing. Cargill gave us \$900.00 to purchase three sewing machines and we really taught 10 girls how to use them. They were required to come to 3 of the 5 sessions, and most of the girls that signed up did come. They were able to cover a box for a sewing box/caddy, make a pillowcase, and a clutch purse. We will continue this program, working with our "graduates" in a quilt project and starting new workshops to teach others "how-to-sew." Parents raved about this program!

Miscellaneous: The public coffee pot is available and will be advertised shortly. Taking out the room divider in the Community Room is expensive. For the moment, this project will not be pursued.

Building: The work on the wind shelter and automatic doors was delayed because the parts ordered were not correct. It should be completed during the month of September.

Personnel: Gail Sacco reported that she is working with the technology staff to develop a training program on technology and automation topics. It will begin on September 24th, with telephone training. In October, the librarians will learn about the hardware architecture in the library (how things are connected) and also how to resolve common problems which arise. The November topic is Open Source software. In January, staff will have the opportunity to learn Microsoft Word and in February, Excel.

M (RP) S (RS) P: TO ACCEPT THE DIRECTOR'S REPORT.

OLD BUSINESS:

Building Expansion:

Community Survey: Gail Sacco showed the Board a proof of the postcard which the library is sending to all residents to encourage them to do the survey. There will also be an article in the Altamont Enterprise and announcements made at the open houses. Sacco will inform the Trustees of the dates of the focus groups by email.

NEW BUSINESS:

M (RS) S (RP) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF A PARTICULAR INDIVIDUAL.

The Board of Trustees went into executive session at 8:50 PM.

M (RS) S (RP) P: TO COME OUT OF EXECUTIVE SESSION.

The Board of Trustees came out of executive session at 9:10 PM.

M (BP) S (RS) P: TO ADJOURN THE MEETING.

The meeting was adjourned at 9:10 PM. The next meeting will be held on OCTOBER 22, 2007 AT 7:00 PM in the library.

Respectfully submitted,

Gail Alter Sacco, Clerk