

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

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:05 PM on Monday, December 17, 2007.

Attending: Richard Ramsey, President; Robert Kent, Vice-President; Robert Parmenter, Treasurer; Rebecca Pahl, Rita Stein, and Gail Sacco, Clerk

Others Attending: Linda London, survey consultant; Jennifer Hampston, Ed Hampston, Nancy Halpert, John Ten Eyck, and Deborah Baron, Town of New Scotland library liaison.

**SURVEY REPORT:** Linda London presented a summary of the library's community survey. The Board discussed her presentation, but came to no conclusions. Some of London's key points included the following: There was a 17% survey response (436 surveys) based upon the number of houses, condos and rental units in Voorheesville.

98% of the respondents had a library card; 73% visited the library at least every two weeks

Most use the library for personal enjoyment and 54% used the library for research

53% felt it was very important to expand and enhance library services.

There was also recurring concern about the future of the current building if a new building constructed.

A copy of the report is filed with the minutes of the meeting..

**CONTRACT WITH ARCHITECT:** Gail Sacco reported that she, Jim Reilly, the Chair of the Building Committee and Bryan Richmond, a committee member, had met with J. Stewart Roberts to discuss the details of a contract. After discussion, they were recommending that the Trustees consider two contracts — one for conceptual design and then another after the bond vote. The conceptual design period would provide a site plan, building program, building floor plans, exterior elevations, a physical model and a cost estimation so that a referendum for the building could be presented to the community for approval. The contractual cost would be \$49,800.

The Trustees asked Sacco to see if Mr. Roberts could attend the January 15th meeting and present the details to both the board and the building committee. The agenda of this meeting will be discuss the contract, the timeline and future priorities. They also asked Sacco to contact Hodgson Russ and determine if they can give the library legal assistance in this matter.

**BUILDING EXPANSION:** The Trustees discussed the service needs of the library in relation to the current building. The architect or another professional might be able to write a report in this area so that the community can gain a better understanding of the expansion issues.

Rita Stein and Winnie Yu Scherer are planning to meet in January to discuss a brochure for the public which summarizes the survey and presents the next steps.

**MINUTES:** The minutes of the meeting held on November 19, 2007 were presented to the Board.

M (RS) S (RP) P: TO APPROVE THE MINUTES FOR THE MEETING OF NOVEMBER 19, 2007.

**FINANCIAL: WARRANTS:** Warrant 5A (November 20-30, 2007) was presented to the Board.

Warrant 5A for the operating fund totaled \$10.

M (RS) S (RP) P: APPROVE FOR PAYMENT WARRANT 5A OF \$10 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 6 (December 1-17, 2007) was presented to the Board. Warrant 6 for the operating fund totaled \$54,517.24. M (RS) S (RP) P: APPROVE FOR PAYMENT WARRANT 6 OF \$54,517.24 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

**TREASURER'S REPORT:** There was no Treasurer's report.

**DIRECTOR'S REPORT:** Personnel:

M (RK) S (RS) P: TO APPOINT ANNEMARIE MONACELLI AS LIBRARY PAGE.

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

**OLD BUSINESS:**

M (BK) S (BP) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF A PARTICULAR PERSON.

The Board went into executive session at 9:25 PM.

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

The Board came out of executive session at 9:30 PM.

M(RK) S (RP) P: TO ASK JIM REILLY TO PURSUE THE NEXT STEP TO CLEAR THE UP THE EMPLOYEE OBLIGATION.

**NEW BUSINESS:** There was no new business.

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

The meeting was adjourned at 9:30 PM. The next meeting will be held on JANUARY 15, 2007 AT 4:30 PM in the library.

Respectfully submitted,  
Gail Alter Sacco, Clerk