

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
21 JULY 2008**

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:15 PM on Tuesday, July 21, 2008.

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

Excused: Rita Stein

Also attending: Lesa Clark, library staff member, Anne Coletta, Student intern and James Reilly.

OATH OF OFFICE: James Reilly administered the oath of office to Rebecca Pahl (term from July 2008 until June 2013) and Richard Ramsey (term from July 2008 until June 2012). Lesa Clark then took pictures of the Board of Trustees.

ORGANIZATIONAL MOTIONS: The Board approved the organizational motions by acclamation for the year beginning July 1, 2008 and ending on June 30, 2009. They are attached to the official minutes of this meeting.

ELECTION OF OFFICERS: The Board elected the following officers by acclamation for the year beginning July 1, 2008 and ending June 30, 2009: Richard Ramsey, President, Robert Kent, Vice-President, and Robert Parmenter, Treasurer.

Minutes: The minutes of the meeting held on June 16, 2008 were presented to the Board.
M (RP) S (RCP) P: TO APPROVE THE MINUTES FOR THE MEETING OF JUNE 16, 2008.

FINANCIAL:

Warrants: Warrant 12A (June 17-30, 2008) was presented to the Board. Warrant 12A for the operating fund totaled \$15,824.50.

M (RCP) S (RP) P: APPROVE FOR PAYMENT WARRANT 12A OF \$15,824.50 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 1 (July 1-21, 2008) was presented to the Board. Warrant 1 for the operating fund totaled \$26,641.73.

M (RCP) S (RP) P: APPROVE FOR PAYMENT WARRANT 1 OF \$26,641.73 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Gail Sacco reported that increases in salary had been given with the first pay period of July. Quickbooks Premium Non-Profit 2008 has been loaded. Kimberly Urquhart, our accountant, conducted a staff training and we are ordering checks. The library will begin using the new software on August 1, 2008.

Gail Sacco will be reviewing some of the purchasing and account procedures as part of the software implementation.

Gail Sacco reported that the people who paid for the adult book discussion books in advance were given a \$5 discount on the price of the books.

Treasurer's Report: The Treasurer's Report for May 2008 was presented to the Board. This report was compiled by Joe Sherry of the Upper Hudson Library System.

M (RCP) S (RP) P: TO ACCEPT THE MAY 2008 TREASURER'S REPORT OF \$34,225.06 IN THE CHECKING ACCOUNT, \$271,746.61 IN TEMPORARY INVESTMENTS, \$61,317.23 IN THE BUILDING FUND AND \$6,702.84 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$373,991.74.

DIRECTOR'S REPORT:

Personnel:

M (RS) S (RP) P: TO APPOINT LESA CLARK AS AN GRAPHIC ARTIST AT THE Voorheesville Public Library.

Services: Gail Sacco reported that the Healthy Living Workshop is scheduled for the beginning of September. It is a series of workshops which help people with daily living and also informs caregivers regarding helpful support techniques. Sacco asked the Trustees to refer anyone they might know to this program.

July 23rd's Together at Twilight concert will bring seniors over on the Big Yellow Bus.

The New Scotland Historical Association did not find that the library's publicity for the association's programs was improving their membership or program attendance. For this reason, they have decided not to continue the practice. Sacco's letter of acknowledgement, also asked them again to become part of the local history research center initiative.

Building: The library hot water heater clogged up from the hard water. This will be a recurrent problem.

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

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Gail Sacco invited Anne Coletta to interview Trustees about their roles and responsibilities. They were happy to explain their commitment to enriching the community and supporting the library and the services it offers.

M (RP) S (RCP) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS THE PROPOSED SALE, LEASE OR ACQUISITION OF PROPERTY.

The Trustees went into executive session at 8:30 PM

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

The Trustees came out of executive session at 8:50.

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

The meeting was adjourned at 8:55 PM. The next meeting will be held on SEPTEMBER 15, 2008 AT 7:00 PM in the library. There will be no August meeting.

Respectfully submitted,
Gail Alter Sacco, Clerk

