

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
15 SEPTEMBER 2008**

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Tuesday, 15 SEPTEMBER 2008. There was no August meeting.

Attending: Richard Ramsey, President; Robert Kent, Vice-President; Robert Parmenter, Treasurer; Rebecca Pahl, Rita Stein, and Gail Sacco, Clerk. Others attending: Michele Reilly, Friends of the Library President.

MINUTES: The minutes of the meeting held on July 21, 2008 were presented to the Board.
M (RCP) S (RK) P: TO APPROVE THE MINUTES FOR THE MEETING OF JULY 21, 2008.

FINANCIAL:

Warrants: Warrant 1A (July 22-31, 2008) was presented to the Board. Warrant 1A for the operating fund totaled \$14,215.15.

M (RS) S (RK) P: APPROVE FOR PAYMENT WARRANT 1A OF \$14,215.15 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 2 (August 1-31, 2008) was presented to the Board. Warrant 2 for the operating fund totaled \$19,035.41.

M (RS) S (RK) P: APPROVE FOR PAYMENT WARRANT 2 OF \$19,035.41 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 3 (September 1-15, 2008) was presented to the Board. Warrant 3 for the operating fund totaled \$24,493.75.

M (RS) S (RK) P: APPROVE FOR PAYMENT WARRANT 3 OF \$24,493.75 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

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

M (RS) S (RK) P: TO ACCEPT THE JUNE 2008 TREASURER'S REPORT OF \$117,988.97 IN THE CHECKING ACCOUNT, \$121,910.43 IN TEMPORARY INVESTMENTS, \$56,247.49 IN THE BUILDING FUND AND \$6,629.20 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$302,776.09.

Gail Sacco reported that the first 10% of the year's tax revenues, approximate \$91,000 had been received and deposited into the checking account to cover operating expenses.

The trustees discussed the idea of getting an outside advisor to help manage the operating revenues. Gail Sacco will gather information regarding the ways in which other libraries manage their money and report back to the trustees.

The data from Peachtree has been migrated to Quickbooks Premium Non Profit. The staff is checking to ensure that the data is accurate and then the checks and other accounting will begin on Quickbooks.

The 4 month Memorial Fund CD (approximated \$16,500) was renewed and will mature in January 2009.

Grants: The library was notified that it received the following grants:

Local History Research: This is full funding of from the State Archives (\$8,700) and an additional \$4,000 in a member item for Senator Breslin. The money will be used to work with the professionals to produce a building program and cost estimate for the center and draft legal documents for the necessary inter-municipal agreements.

Community Room Presentation Equipment: Last May, Ed Clark designated the library as the recipient of funds from the Voorheesville Community and School Foundation. The application requested \$8,000 to refresh the presentation equipment in the community room with new audio and visual equipment. The foundation has presented us with \$4,000 to purchase the audio equipment and if possible some of the other items on the list.

DIRECTOR'S REPORT:

Personnel: Anne Coletta, a former library intern, has been hired in a temporary job ending on December 31, 2008. She will be acting as a general library assistant.

M (RP) S (RS) P: TO APPOINT ANNE COLETTA AS A PART-TIME CLERK.

Both Suzanne Fisher and Barbara Vink celebrated their 20th anniversary as a library employee.

Services: The Upper Hudson Library System changed delivery services on August 1 from one that served three library systems and hired independent drivers to one that will only deliver to the Upper Hudson Library System and its members. In addition to changing companies, the books will be sorted at the system headquarters. The maximum turnaround time once the book is pulled should be two days. This is a huge improvement over the other service.

Congratulations should go to Kathleen Tyrrell who handled this change for us. She made it a smooth transition.

Local History Research Center: Gail Sacco discussed this project with Peg Dorgan, the New Scotland Historical Association President. Mrs. Dorgan will discuss the project with the Historical Association board and gather further opinion.

Summer Reading Club: The Summer Reading activities were an outstanding success this summer, with an attendance of over 1,600 people and registration of 263. July's circulation was over 13,000—a 20 year high.

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

OLD BUSINESS: There was no old business.

NEW BUSINESS:

20th anniversary of the move: January 2009 marks the 20th anniversary of the move to 51 School Road and the Friends of the Library. Michele Reilly joined the discussion and with the Trustees decided to hold a community celebration in the spring or early summer. Rebecca Pahl will represent the library on a planning committee.

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

The meeting was adjourned at 8:55 PM. The next meeting will be on OCTOBER 20, 2008 at the library.

Respectfully submitted,
Gail Alter Sacco, Clerk