

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
20 OCTOBER 2008

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Tuesday, 20 October 2008.

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

MINUTES: The minutes of the meeting held on September 15, 2008 were presented to the Board.

M (RP) S (RS) P: TO APPROVE THE MINUTES FOR THE MEETING OF SEPTEMBER 15, 2008.

FINANCIAL:

WARRANTS: Warrant 3A (16-30, 2008) was presented to the Board. Warrant 3A for the operating fund totaled \$7,895.20.

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 3A OF \$7,895.20 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 4 (October 1-20, 2008) was presented to the Board. Warrant 4 for the operating fund totaled \$31,669.93.

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 4 OF \$31,669.93 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT: There was no Treasurer's report due to tasks relating in the transition from the Peachtree software to the Quickbooks software. Stacy Cohen, CPA, has been hired to assist with the transition and assure that the library's procedures are within the parameters of current accounting practice. Ms. Cohen will be assisting in customizing reports as well as verifying that the accounts are accurate, and that the Treasurer's Reports are correct.

Gail Sacco reported that another 80% of the year's tax revenues, approximately \$734,990 had been received and deposited into the investment account. She spoke with representatives from Bank of America regarding the process used to establish library collateral amounts. This is done by computer and the amount of collateral is adjusted on a daily basis.

Gail Sacco also checked with the Bethlehem library regarding the management of their tax funds. They do not have an outside investment counselor.

There was general discussion about current fiscal environment. It appears that agencies in New York will be asked to implement budget cuts for the coming year since the tax revenues will be greatly decreased. Growth in this year's library budget will have to be considered carefully.

Grants:

Community Room Presentation Equipment: Nancy Rucks, President of the Voorheesville School and Community Foundation came to the meeting and presented the library with a check for \$3,500. The funds will be use to purchase the audio equipment.

DIRECTOR'S REPORT:

Services: The New Scotland Business Builders is beginning its second year. Gail Sacco was asked to serve as a Director and agreed to do so. She will be representing the library.

The new catalog search engine, Aquabrowser is in place. The Horizon version is available as a link on Aquabrowser for those people who prefer its search parameters.

The librarians are engaging in a long range program planning process. This will help the staff to deliver comprehensive services and enrich the marketing.

This year's book sale went well. The leftover books were donated to the Albany Public Library's Book Cellar. In addition, the Friends are establishing a relationship with Amazon so that a portion of the profits from books purchased through our website will go to the Friends.

The library has established a relationship with Better World Books. This organization sells used books, including library discards. Fifteen percent of the profit is then returned to the organization that originally owned the books.

Circulation increased again in September. Rita Stein was curious about the cause of the decrease in audio books. Is it because people are downloading audio rather than borrowing it?

The library's technology staff has developed a plan for replacing computers. We have about 25 computers and will be replacing on a four-year cycle. We will purchase six new computers this year.

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

OLD BUSINESS:

Building Expansion: The Trustees assessed the work that has been completed and the planning which still needs to be done regarding the library building. They affirmed the commitment to move forward with the project and asked Gail Sacco to set up a meeting with the Building Expansion Committee and the Library Board.

NEW BUSINESS: There was no new business.

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

The meeting was adjourned at 8:30 PM. The next meeting will be on NOVEMBER 17, 2008 at the library.

Respectfully submitted,

Gail Alter Sacco, Clerk