

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
17 NOVEMBER 2008

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Monday, 17 November 2008.

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

Absent: Robert Kent, Vice-President

MINUTES: The minutes of the meeting held on October 20, 2008 were presented to the Board.

M (RS) S (RP) P: TO APPROVE THE MINUTES FOR THE MEETING OF OCTOBER 20, 2008.

FINANCIAL:

WARRANTS: Warrant 4A (October 21-31, 2008) was presented to the Board. Warrant 4A for the operating fund totaled \$343.55.

M (RS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 4A OF \$343.55 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 5 (November 1-17, 2008) was presented to the Board. Warrant 5 for the operating fund totaled \$18,694.94.

M (RS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 5 OF \$18,694.94 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT: The Treasurer's Report for July 2008 was presented to the Board.

M (RCP) S (RP) P: TO ACCEPT THE JULY 2008 TREASURER'S REPORT OF \$65,815.59 IN THE CHECKING ACCOUNT, \$72,053.53 IN TEMPORARY INVESTMENTS, \$56,784.11 IN THE BUILDING FUND AND \$8,625.64 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$202,778.87.

Gail Sacco presented a Profit Loss Budget Performance from July through September 2008 to the Trustees. This is a new version of the quarterly reports which includes summaries from both the Memorial and Operating accounts. It summarizes the net income, which for this quarter was negative since tax monies had not been received. Money from the library fund balance was used to cover these expenses.

M (RS) S (RCP) P: TO ACCEPT THE PROFIT LOSS BUDGET PERFORMANCE FROM JULY THROUGH SEPTEMBER 2008. THIS REPORT IS FILED WITH THE OFFICIAL MINUTES OF THE MEETING.

Transition to Quickbooks from Peachtree: Gail Sacco summarized the transition activities to date.

- ❖ The chart of accounts has been verified and correct subsidiary accounts established.
- ❖ Techniques for recording transactions have been established which keep our accounting very current. For example, payroll is being recorded as it is paid instead of with one end of the month adjustment.
- ❖ The bank reconciliations and monthly Treasurer's Reports are now current.

- ❖ The Board of Trustees Quarterly fiscal report has been formatted.

Sacco also reported that the audit is scheduled for 12/3 and 12/4/08.

DIRECTOR'S REPORT:

SERVICES: Gail Sacco distributed copies of several bibliographies, including the fifth edition of "Season's Readings," the librarians recommendations of items which would make good gifts. This year, the selections have been put online and the Friends of the Library have become Amazon Affiliates. Purchasing materials through the library website will result in a contribution to the Friends of the Library.

V-mail: The librarians initiated a new Internet notification called V-mail: News from the Voorheesville Public Library. It is a brief email which will include links to upcoming library activities and will be sent out periodically.

Joyce Laiosa was invited to a Voorheesville School District Board meeting with Susan Podgorski, eighth grade English teacher. They were recognized by the Assistant Principal, Teresa Kennedy, for collaborating on the "Writing Club."

The library set up an account with Better World Books, a company which sells used books and then gives 15% back to the original owner. Library staff will pack up the discarded library books and send them out. For the most part, these books do not sell at the book sale because they are library books. Buyers would rather have the donated books which do not have markings.

The Trustees discussed opening the community room for use by residents on Saturday and Sunday mornings at 8:30 am. The Friends would be willing to help with building security. This would allow people to use the room for soccer sign-ups, or meetings at times which might be more convenient for the group than the library. The Trustees endorsed the idea and Sacco will implement it.

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

OLD BUSINESS:

Local History Research Center: Gretchen Koerpel, the library's archivist, met with the board of the New Scotland Historical Association. Bob Parmenter felt that the meeting went well and helped the Association members have a better understanding of the project.

Building Expansion: Gail Sacco reported that Libby Post is able to come and meet with them to discuss ways to tell the public about any plans for the building.

The Board discussed the agenda for the joint meeting of the library trustees and the building expansion committee which is set for December 7th at 8:30 AM. Items include funding, elements of the building program, marketing and public relations, community relations, and an overall plan. Those attending the meeting will be brainstorming any tasks which need to be done to move forward.

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 DECEMBER 15, 2008 at the library.

Respectfully submitted,

Gail Alter Sacco, Clerk