

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
23 FEBRUARY 2009

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Monday, 23 February 2009.

Attending: Richard Ramsey, President; Robert Kent, Vice-President Robert Parmenter, Treasurer; Rebecca Pahl, Rita Stein, and Gail Sacco, Clerk Others Attending: Gail Brown, Library School Intern and Kimberly Urquhart, Auditor from Cusack and Company

**MINUTES:** The minutes of the regular meeting held on January 20, 2009 were presented to the Board.

M (RP) S (RCP) P: TO APPROVE THE MINUTES FOR THE MEETING OF JANUARY 20, 2009.

**FINANCIAL:**

**WARRANTS:** Revised Warrant 6 (December 1-31, 2008) was presented to the Board. The warrant includes an additional check to the U.S. Postal Service.

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 6 OF \$73,822.19 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 7A (January 21-31, 2009) was presented to the Board. Warrant 7A for the operating fund totaled \$10,731.46.

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 7A OF \$10,731.46 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 8 (February 1-23, 2009) was presented to the Board.

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 8 OF \$23,047.04 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

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

M (RCP) S (RK) P: TO ACCEPT THE DECEMBER 2008 TREASURER'S REPORT OF \$27,355.80 IN THE CHECKING ACCOUNT, \$649,744.70 IN TEMPORARY INVESTMENTS, \$56,411.56 IN THE BUILDING FUND AND \$11,080.67 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$744,592.73.

The Treasurer's Report for JANUARY 2009 was presented to the Board.

M (RCP) S (RK) P: TO ACCEPT THE JANUARY 2009 TREASURER'S REPORT OF \$13,150.31 IN THE CHECKING ACCOUNT, \$589,871.60 IN TEMPORARY INVESTMENTS, \$56,419.66 IN THE BUILDING FUND AND \$10,757.69 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$676,549.69.

AUDIT FOR FY 2007-08: Kimberly Urquhart, the library auditor, presented the report for the fiscal year beginning on July 1, 2007 and ending on June 30, 2008. Cusack and Company gave the library an unqualified opinion. The accountants made the following recommendations:

- Establishing a budget for building expansion money.
- Using the class feature in Quickbooks to help define the accounting for grants
- Drafting an accounting handbook
- Increasing security on the data

The Trustees asked Ms. Urquhart if the fund balance was adequate. Ms. Urquhart felt that it was. The Trustees thanked Ms. Urquhart for her time.

M (RS) S (RCP) P: TO ACCEPT THE FY2007-08 AUDIT REPORT.

Community Room Equipment: The library is using grant money from the Friends (\$3,000) and the Voorheesville School and Community Foundation to upgrade the a/v equipment in the Community Room. This includes the purchase and installation of a new projector and amplifier/tuners as well as new microphones and speakers. The total cost for this project is \$9,074. Of this, \$3,500 comes from the VCSD School and Community Foundation and another \$3,000 from the Voorheesville Friends of the Library. Gail Sacco requested authorization to take the remaining \$2,574 from the library Memorial Fund.

M (RS) S (RP) P: TO USE UP TO \$2,600 FROM THE MEMORIAL FUND TOWARDS UPGRADING THE COMMUNITY ROOM AUDIO-VISUAL EQUIPMENT.

Symposium: Gail Sacco also asked the Board to consider purchasing a symposium to complete the system. This is a small electronic smart board projects onto a big screen. The smart board technology basically works like a technological overhead projector. It can be used to present information, take notes, and then save it to a web site or as a document elsewhere. The estimated cost for this piece of equipment costs is \$1,800.

The Trustees decided to table a decision about this purpose until after the other upgraded equipment was installed in the community room.

Budget Transfer: Gail Sacco requested a transfer of \$1,000 from the Materials Budget (300410-724) to the Audio Visual budget line (300412-014) to purchase additional audio books.

M (RK) S (RCP) P: TO TRANSFER \$1,000 FROM THE MATERIALS BUDGET (300410-725) TO THE AUDIO VISUAL BUDGET (300412-014) FOR THE PURPOSE OF PURCHASING AUDIO BOOKS.

## **DIRECTOR'S REPORT:**

### Services:

Service to the Community : Gail Sacco pointed out the following note in the Nimblefingers Blog: "Daryl brought in a number of tote bags she has made for Catholic charities. The bags are used for underprivileged kids and are filled with the makings for a birthday party, i.e. cake mix, frosting, etc. She picked up a lot of the fabric from our donations. They were

great!”

Sacco pointed out that the library has supported many humanitarian efforts in the community—from the year round food collection and the annual mitten tree to individual donations to causes such as Go Red for Women. This service thread developed as a consequence of the good hearts of both the staff and the trustees and is something of which to be proud.

Friends of the Library: The Friends of the Library will hold a 20<sup>th</sup> anniversary celebration on March 22 at 2 pm.

Community Day: VPL and the Library Friends are planning a Community Day on the weekend of September 12, 2009A committee of Laura Smith, Michele Reilly, Gail Sacco, Barbara Vink and Rebecca Pahl has met twice to begin the planning. The events are still in the early stages and suggestions are welcome

Personnel: Gail Sacco reported that Harini Vasavada, the library’s bookkeeper, has resigned to take a new job. Her last day will be March 19, 2009.

The library has also added Amy Dubrey as a part-time children’s consultant. Amy will be handling the evening story hours.

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

OLD BUSINESS:

Building Expansion: The Trustees reviewed a letter advising the community about current building activities.

Dick Ramsey reviewed his research about fund-raising and fundraising campaigns with the Board.

**NEW BUSINESS :**

Budget FY2009-2010: There was a general budget discussion. No conclusions were reached,

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

The meeting was adjourned at 9:30 PM. There will be a special meeting on MARCH 8, 2009 at 8:30 am at the library.

Respectfully submitted,

Gail Alter Sacco, Clerk