

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
20 SEPTEMBER 2010

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:10 PM on Monday, September 20, 2010.

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

Others Attending: Todd Curley and Suzanne Fisher

EXECUTIVE SESSION:

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

The Board went into executive session at 7:10 PM.

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

The Board came out of executive session at 8:40 P.M.

M (RCP) S (RS) P: TO AUTHORIZE TODD CURLEY TO NEGOTIATE A PURCHASE OPTION ON A PIECE OF PROPERTY, WITH A MAXIMUM OF \$2,500 IN DEPOSIT. CONTINGENCIES ON THE CONTRACT WOULD INCLUDE A STIPULATION THAT THE APPRAISED VALUE AND THE PRICE PAID AGREE, THAT THERE IS A SATISFACTORY TOPOGRAPHY AND WETLANDS SURVEY, THAT THERE BE AN ENVIRONMENTAL CLAUSE AND THAT THERE IS LIBRARY ATTORNEY APPROVAL.

MINUTES: The minutes of the meeting held on August 4, 2010 were presented to the Board.

M (RCP) S (RS) P: TO APPROVE THE MEETING MINUTES OF AUGUST 4, 2010.

FINANCIAL:

WARRANTS: Warrant 2 (August 1-31, 2010) was presented to the Board. Warrant 2 for the operating fund totaled \$16,608.47.

M (RS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 2 OF \$16,608.47 FROM OPERATING FUNDS SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 3 (September 1-20, 2010) was presented to the Board. Warrant 3 for the operating fund totaled \$26,116.23.

M (RS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 3 OF \$26,116.23 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT: Gail Sacco noted that the NYS Retirement now debits its payment directly from the library's accounts. Since there is no longer a check, the amount debited is noted at the bottom of the B report page.

The library also received its first tax check for this fiscal year—approximately \$98,000.

The JULY 2010 Treasurer's Report was presented to the Board.

M (RS) S (RCP) P: TO ACCEPT THE JULY 2010 TREASURER'S REPORT OF \$158,984.21 IN THE CHECKING ACCOUNT, \$88,178.16, IN TEMPORARY INVESTMENTS, \$55,285.25 IN THE BUILDING FUND AND \$23,019.86 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$225,467.48.

M (RS) S (RCP) P: TO ACCEPT THE AUGUST 2010 TREASURER'S REPORT OF \$22,294.87 IN THE CHECKING ACCOUNT, \$68,178.16, IN TEMPORARY INVESTMENTS, \$55,285.25 IN THE BUILDING FUND AND \$23,119.86 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$168,878.14.

DIRECTOR'S REPORT:

Services: Nonfiction shift: Macaire Hill did calculations on the space, planned the shift, recruited and organized the volunteers, and supervised the shifting of 12,000 nonfiction volumes and the interfiling of the oversize books. The librarians believe this will improve visibility and circulation of oversize titles. The lowered top shelves on the ranges are another noticeable improvement and some patrons have commented favorably on this. Five teenage and six adults, including the senior librarians volunteered time for this project.

We also purchased two new padded chairs with attached computer tables. They are very comfortable.

Gail Sacco also reported that the Summer Reading Program had been quite successful. There were 228 children registered.

Building: At the end of June, there was some graffiti painted on the wind shed by the front door and also a marijuana leaf painted on the concrete near the book drop. Recently, we have been having someone eat lunch and throw garbage in the yard (bottles and lunch wrappings.) The staff is being vigilant about the building grounds.

On Tuesday night, August 31, one of the transformers on the HVAC temperature control exploded and Julie Stump, the librarian in charge, smelled smoke. She acted appropriately and called me, the fire department, Fred Haupt. The fire department came and determined where the cause of the smoke. There was no active fire.

The following day APS was contacted because they had not called the fire department when they received a fire alarm. APS assured us that this would not recur. We also had Simplex-Grinnell in because we could not get the fire alarm back online. We learned that the red firebox needed to be reset and we also verified that there was an automatic phone link from the fire system to APS. It does not go to the fire department because Voorheesville's department is a volunteer one.

Personnel: Diane Biernacki returned to work at the beginning of August after being on leave for a full year due to illness.

M (RCP) S (RP) P: TO APPOINT GAIL BROWN AS A LIBRARIAN I.

Small Town Friends Festival: The festival was a huge success—with perhaps 800 attendees. The day was beautiful and everyone had fun. John McEneny, Mike Breslin, and Paul Tonko all attended.

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

OLD BUSINESS:

Trustee Search: There have been two applications for trustee. The Board asked Gail Sacco to put a sign near the circulation desk of the library.

New Library Building:

M (RS) S(RCP) TO ENGAGE LINDA LONDON AS A CONSULTANT TO HELP WITH THE LIBRARY BUILDING PROJECT.

The Trustees directed Gail Sacco to bring the Board and Building Committee together for a joint meeting.

Friends of the Library: Trustees decided to share the position of liaison and each trustee signed up for two meeting dates.

NEW BUSINESS: By consensus the Board decided to meet on a Friday morning at 8:30 AM for the next meeting.

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

The meeting was adjourned at 9:40 PM. The next meeting will on Monday, September 20, 2010 at 7:00 PM in the library.

Respectfully submitted,

Gail Alter Sacco, Clerk