

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
21 NOVEMBER 2011**

Richard Ramsey, President, called the regular meeting of the Library Board of Trustees to order at 6:10 PM on Monday, November 21, 2011.

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

Excused: Robert Kent and Bryan Richmond

Others Attending: Betsy and Gary Bates, Georgia Gray, Jen Hampston, Joyce Laiosa, Laura Smith, Judy Straus, John Ten Eyck,

Also Attending: Kimberly Urquhart, CPA J. Stewart Roberts, AIA, and Linda London, Consultant

MINUTES: The minutes of the meeting held on October 17, 2011 were presented to the Board.

M (RP) S (RR) P: TO APPROVE THE MEETING MINUTES OF OCTOBER 17, 2011.

FINANCIAL:

AUDIT: Kimberly Urquhart, CPA, presented the audit for the 2010-2011 fiscal year. Cusack and Company gave the library an unqualified opinion. The accountants recommended that library's current policies be revised to include fraud and also that the procedures manual be expanded.

M (RS) S (SS) P: TO ACCEPT THE AUDIT REPORT FOR THE FISCAL YEAR BEGINNING ON July 1, 2010 AND ENDING ON JUNE 30, 2011. THIS REPORT IS FILED WITH THE OFFICIAL MINUTES OF THE MEETING.

RESOLUTION TO INCREASE THE BUDGET:

M (RP) S (SS) P: RESOLVE TO INCREASE THE BUDGET BY \$7,798 FROM THE FUND BALANCE. THIS MONEY WILL BE USED FOR LIBRARY CAPITAL EXPENSES SUCH AS TECHNOLOGY OR FURNITURE.

WARRANTS:

M (RS) S (SS) P: APPROVE FOR PAYMENT WARRANT 4A (OCTOBER 18-31, 2011) OF \$84,297.21 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (RS) S (SS) P: APPROVE FOR PAYMENT WARRANT 5 (NOVEMBER 1-21, 2011) OF \$11,481.61 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (RS) S (SS) P: TO ACCEPT THE OCTOBER 2011 TREASURER'S REPORT OF \$39,100.03 IN THE CHECKING ACCOUNT, 750,061.64 IN THE MONEY MARKET ACCOUNT, \$28,118.70 IN THE BUILDING FUND AND \$23,096.01 IN THE DONATION ACCOUNT FOR TOTAL FUNDS OF \$870,376.38.

Post Employment Insurance Plan:

M (RP) S (RS) P: TO ESTABLISH A POST-EMPLOYMENT INSURANCE PLAN FOR LONG TERM EMPLOYEES, EFFECTIVE SEPTEMBER 1, 2011.

M (SS) S (RP): TO REQUIRE EMPLOYEES WHO ENROLL IN THE POST EMPLOYMENT INSURANCE PLAN TO PAY 20% OF THE POLICY COST. THE LIBRARY WILL PAY THE REMAINING AMOUNT.

Tax Cap: Gail Sacco reported on the process of determining the 2% tax cap.

DIRECTOR'S REPORT:

Services:

American Civil War Grant: Developing coherent public relations for both the Voorheesville Library and the Guilderland Library has been challenging due to the difference in both focus and program dates. Thanks go to Library Trustee Rita Stein who has assisted the staff with these issues.

Personnel:

M (RS) S (SS) P: TO APPOINT LISA FESMIRE AS LIBRARY PAGE.

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

OLD BUSINESS:

New Library: Stew Roberts reviewed the interior floor plan for the new library and took questions. Discussion included green aspects and lighting , possible grants and sharing of services. No decisions were reached.

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

The Board of Trustees went into executive session at 8:50 PM.

M (RS) S (BR) P: TO COME OUT OF EXECUTIVE SESSION.

The Board of Trustees came out of executive session at 9:15 PM.

NEW BUSINESS: There was no new business

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

The meeting was adjourned at 9:15 PM. The next meeting will on Monday, DECEMBER 19, 2011 at 7:00 PM in the library.

Respectfully submitted,

Gail Alter Sacco, Clerk