

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
21 May 2012

Richard Ramsey, President, called the regular meeting of the Library Board of Trustees to order at 7:03 P.M. on Monday, May 21, 2012.

Attending: Richard Ramsey, President, Robert Parmenter, Vice-President/Treasurer, Rebecca Pahl, Bryan Richmond, Robert Kent, Rita Stein and Gail Sacco, clerk.

Absent: Stella Suib

Others Attending: Judie Harren, Janna Shillinglaw, Julie Stump,

MINUTES: The minutes of the regular meeting held on April 16, 2012 were presented to the board.

M (RK) S(BR) P: TO APPROVE THE MEETING MINUTES OF APRIL 16, 2012.

MINUTES: The minutes of the building committee special meeting held on April 16, 2012 were presented to the board.

M (RK) S(BR) P: TO APPROVE THE BUILDING COMMITTEE MEETING MINUTES OF APRIL 16, 2012.

MINUTES: The minutes of the budget special meeting held on April 30, 2012 were presented to the board.

M (RK) S(BR) P: TO APPROVE THE BUDGET SPECIAL MEETING MINUTES OF APRIL 30, 2012.

WARRANTS:

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 6A (APRIL 16 - 30, 2012) OF \$12,905.40 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (RCP) S (RK) P: APPROVE FOR PAYMENT WARRANT 7 (MAY 1-18, 2012) OF \$10, 803.17 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (RCP) S(RK) P: TO ACCEPT THE DECEMBER 19, 2011 TREASURERS REPORT OF \$78,207.94 IN THE CHECKING ACCOUNT, \$18,672.60 IN THE BUILDING ACCOUNT, \$370,464.92 IN THE MONEY MARKET ACCOUNT AND \$25,434.82 IN THE DONATIONS ACCOUNT.

NEW WEBSITE: Judie Harren presented the new website to the Board of Trustees. Judie, John Love and Lesa Clark have put a tremendous amount of time and effort into designing the website and feel that it is fresh and dynamic. The new website will be unveiled to the public on June 4th, to incorporate the summer reading program events.

NEW LIBRARY

LAND: Gail Sacco told the board that the geotechnical testing is complete and the soil looks solid. The engineer, Jeff Budrow has begun completing forms, so we can continue with the next step.

ARCHITECTURAL: Stew Roberts, of Johnson Roberts, is providing us with drawings for the conversation meetings. He is also meeting with the engineer to discuss the geotechnical survey.

INVITATION LETTER: Rita Stein presented a draft of the invitation letter that will go out to the community. There was some discussion on the wording, but as a whole, the board was happy with this first draft. Gail Sacco added that this letter will go out on special letterhead that Lesa Clark, the library graphic artist, is working on.

DIRECTOR'S REPORT:

Community Meetings: Gail Sacco reported that community meeting dates have been confirmed. The first meeting will be with the Friends of the Library on June 14th. The Board of Trustees feel that they should first meet with the Board of Education as a courtesy. Two dates were chosen as possible meeting dates and Gail Sacco will follow up to arrange this. Gail also suggested that the BOE and the Community Foundation be invited to the FOL meeting as well.

We will have 3 sets of signage prepared: 1 set up permanently in the community room, 1 as a traveling set and the last will be a spare set. The pictures and wordage will be as general as possible, to allow people to interpret the information in their own way.

EReaders: The EReaders are on order. The circulation details need to be further ironed out. There will probably be a repair/replacement contract needed to cover the library in case of damages. The board needs to look at potential policies and procedures before the EReaders can be circulated. The target date for circulation is the first week in July, before the summer reading program begins.

New Book Purchases: Robert Kent noted that the new book rack is bare. Gail Sacco explained that we are not purchasing as many new books and that many of our books are sent out on request to other libraries. The trustees discussed ways to alleviate this issue. Gail Sacco will work on this and report back to the board in June.

Budget Vote: Richard Ramsey noted, and everyone agreed, that the budget vote went very well.

Fund Transfer: Gail Sacco requested that \$2,000 be transferred from the equipment fund into the consultant fund to compensate John Love for his extra time and efforts working on the new website.

M (BR) S(RCP) P: TO TRANSFER \$2,000 FROM THE EQUIPMENT ACCOUNT #300-202 INTO THE CONSULTANT ACCOUNT #437-009.

Personnel Manual : Due to time constraints the personnel manual will need to be tabled until June. Gail Sacco will send an electronic copy of the manual to the board members.

M(RK) S(RCP) P: TO ADJOURN MEETING AT 8:52P.M.

Prepared by
Lynn Kohler
Recording Secretary

Respectfully submitted,

Gail Alter Sacco
Clerk