

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
18 June, 2012

Richard Ramsey, President, called the regular meeting of the Library Board of Trustees to order at 7:08 P.M. on Monday, June 18, 2012.

Attending: Richard Ramsey, President, Robert Parmenter, Vice-President/Treasurer, Rebecca Pahl, Bryan Richmond, Robert Kent, Stella Suib.

Absent: Rita Stein

Others Attending: Suzanne Fisher, Janna Shillinglaw

MINUTES: The minutes of the meeting held on May 21, 2012 were presented to the board.
M (BR) S(RP) P: TO APPROVE THE MEETING MINUTES OF MAY 21, 2012.

WARRANTS:

M (SS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 6A (MAY 22-31, 2012) OF \$16,615.91 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (SS) S (RCP) P: APPROVE FOR PAYMENT WARRANT 7 (JUNE 1-17, 2012) OF \$8,838.94 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (SS) S(RCP) P: TO ACCEPT THE MAY 31, 2012 TREASURERS REPORT OF \$52,807.01 IN THE CHECKING ACCOUNT, \$13,011.60 IN THE BUILDING ACCOUNT, \$310,494.83 IN THE MONEY MARKET ACCOUNT AND \$26,074.82 IN THE DONATIONS ACCOUNT.

DIRECTOR'S REPORT:

Donations: Gail Sacco relayed that she had spoken with Diane Connolly about the donations we had received for Kathleen, and the Connolly's think a bench in memory of Kathleen would be appropriate.

Ebooks: Gail Sacco cautioned the board that we would be paying full price for e-books, as opposed to regular books. Regular books are usually substantially discounted, because a library would often buy more than one copy. Although e-books are not going to be discounted, we can

install the books are up to 6 e-readers. If there is extra money after the budget, she would like to put more money into the ebook purchasing account.

Nooks: The Nooks have been purchased for the library and arrangements have been made for trainers from Barnes & Noble to train the library staff. Barnes and Noble will be at the library on 6/20 and 6/25. Gail Sacco also wanted it noted that Suzanne Fisher has done a fabulous job spearheading this program, and working diligently to bring it to fruition.

Building: Gail Sacco requested one half of the \$4,700 to purchase a 12 x 20 foot shed from Classic Sheds and Gazebos. Gail would like to use the shed as a used book store, to help manage our donated books. Gail will ask the Friends of the Library for the other half.

M(RCP S(RK) P: TO ALLOCATE \$2,700 FOR A 12' X 20' STORAGE SHED. THIS MONEY WILL COME FROM THE FUND BALANCE TRANSFER OF \$7,798 WHICH WAS MADE IN DECEMBER 2012.

Staff Handbook: Gail Sacco pointed out the changes that had been made in the staff handbook to bring it into compliance with the civil service codes. The leave time was also updated to make it correlate between full time and part time employees.

M(RP) S(SS) P: TO ACCEPT THE STAFF HANDBOOK EFFECTIVE JULY 1, 2012. SAID HANDBOOK IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

New Website: Gail Sacco shared that the new website was activated June 4th. Gail showed the board several new features and explained some features will continue to be developed. Once the public building blog has been updated, it will be featured on the front page of the website.

EReader Policy: Gail Sacco shared the drafted ereader policy. She explained that she fully expected to need to revisit this policy in 6 months, since it is a new program and we will surely have unforeseen issues arise.

M(SS) S(BR) P: TO ACCEPT THE EREADER POLICY AS DRAFTED. SAID POLICY IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

New Library: Gail Sacco needs to clarify building ownership if the school holds the financial liability for a new building. She will gather further information for the Trustees. Also, the lawyers have recommended that we ask the sellers for an extension of the November closing. They feel that the timing will be quite tight if the bond goes up for a vote in October. The Trustees agreed that this should be extended.

Hodgson and Russ, our lawyers, is looking into whether or not we need a special use permit to build on the property across from the fire house. This need may be superseded because we will need to comply NYS Education Department facilities planning requirements.

Gail Sacco, Sarita Winchell, Greg Diefendorf and Theresa Snyder will be meeting with the Guilderland School District Finance Officer to discuss bonding. Since the Guilderland Public Library is in a similar situation as the Voorheesville Library (part of the school district), their

process for library bonding would be the same as the one the Voorheesville School District would use.

The first community information session went well. We have already received some feedback. The board will work on some bullet points to answer questions as they arise. We need to have complete transparency and everything needs to be posted as soon as possible.

There will be a 3rd picture board with floor plans. There will be pictures of residents using the library around the floor plans. Many names were suggested and a decision will be made in the next few days.

Gail Sacco will be making a presentation to the staff next week, during the staff meeting.

M(BR) S(RP) P: MOTION TO ADJOURN 8:50 P.M.

Respectfully Submitted,

Gail Alter Sacco, Clerk