

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
15 JULY 2013

Robert Kent, President, called the regular meeting of the Library Board of Trustees to order at 6:10 PM on Monday, July 15, 2013. There was no meeting in June 2013.

Attending: Robert Kent, President; Robert Parmenter, Vice-President/Treasurer; Clifford Erickson, David Gibson, Bryan Richmond, and Gail Sacco, Clerk

Excused: Janna Shillinglaw and Stella Suib

OATH OF OFFICE: Robert Kent administered the oath of office to David Gibson (term ending June 30, 2015) and Clifford Erickson, (term ending June 30, 2018).

ELECTION OF OFFICERS:

M (DG) S (CE) P: TO ELECT THE FOLLOWING OFFICERS FOR THE YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014: ROBERT KENT, PRESIDENT, AND ROBERT PARMENTER, VICE-PRESIDENT/TREASURER.

ORGANIZATIONAL MOTIONS:

Gail Sacco presented the organizational motions to the Trustees. David Gibson suggested two changes: 1) amending the payment motion to say "...continue the efficiency of the financial operation..." instead of "...improve the efficiency of the financial operation..." and 2) to amend the Administration and Management Memo to say "...make any decisions relating to daily operations..." instead of "...make any decisions she finds necessary..." The Trustees agreed to these changes by consensus.

M (DG) S (CE) P: TO APPROVE THE ORGANIZATION MOTIONS FOR THE YEAR BEGINNING JULY 1, 2013 AND ENDING ON JUNE 30, 2014. THEY ARE ATTACHED TO THE OFFICIAL MINUTES OF THIS MEETING.

MINUTES: The minutes of the Core Trustee Training meeting held on 20 May 2013 were presented to the Board.

M (RP) S (BR) P: TO APPROVE THE CORE TRUSTEE TRAINING MEETING MINUTES OF MAY 20, 2013.

The minutes of the meeting held on 20 May 2013 were presented to the Board. This meeting included a public hearing on the 2013-2014 budget proposal.

M (RP) S (BR) P: TO APPROVE THE REGULAR MEETING MINUTES OF MAY 20, 2013.

FINANCIAL:

There was a general discussion of the procedures and nature of the library's funds, receipts and expenditures as orientation for the two new trustees.

WARRANTS: M (BR) S (CE) P: TO APPROVE FOR PAYMENT WARRANT 11A (May 21-31, 2013) OF \$8,797.12 FROM OPERATING FUNDS SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (CE) P: APPROVE FOR PAYMENT WARRANT 12 (June 1-17, 2013) OF \$6,661.11 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (RP) S (BR) P: APPROVE FOR PAYMENT WARRANT 12A (June 18-30, 2013) OF \$19,796.32 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (RP) S (BR) P: APPROVE FOR PAYMENT WARRANT 1 (July 1-15, 2013) OF \$16,864.47 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING

TREASURER'S REPORT:

M (RP) S (BR) P (DG ABSTAIN): TO ACCEPT THE MAY 2013 TREASURER'S REPORT OF \$40,883.32 IN THE CHECKING ACCOUNT, \$424,233.07 IN THE MONEY MARKET ACCOUNT, \$1,099.63 IN THE BUILDING FUND AND \$18,904.82 IN THE DONATION ACCOUNT FOR TOTAL FUNDS OF \$485,120.84.

M (BR) S (CE) P: TO ACCEPT THE JUNE 2013 TREASURER'S REPORT OF \$31,268.35 IN THE CHECKING ACCOUNT, \$364,265.64 IN THE MONEY MARKET ACCOUNT, \$1,099.63 IN THE BUILDING FUND AND \$18,904.82 IN THE DONATION ACCOUNT FOR TOTAL FUNDS OF \$415,538.44

End of Year Fiscal Report: Gail Sacco presented a Profit and Loss Budget Performance report for the period beginning July 2012 and ending June 2013. This was an unaudited report to get an initial understanding of the library's financial status as of June 30, 2013. Several bills for this period are still outstanding. These include the NYS retirement payment of the Voorheesville Central School District and a legal bill for the building referendum. The trustees discussed the report but came to no conclusions.

Audit: Auditors from The Bonadio group will be at the library on July 31 and August 1 to do the test analysis of the library's accounts. They are scheduled to present a report at the October meeting.

DIRECTOR'S REPORT:

Circulation: The library's print circulation has decreased by 10% although traffic in the library has increased. This is consistent with national library trends. The trustees expressed concern about this and suggested that we look at themes or topics related to library business at each meeting. In this way they can gain a better understanding of the issues facing public libraries—especially in regards to the rise of ebooks.

Personnel: Julie Stump, the Technical Services Librarian, retired on June 28, 2013.

M (BR) S (CE) P: TO APPOINT S. REBECCA LUBIN AS ASSISTANT DIRECTOR III OF THE VOORHEESVILLE PUBLIC LIBRARY. THIS IS A PROVISIONAL APPOINTMENT.

M (BR) S (DG) P: TO APPOINT JENNIFER MURTHA AS A PRINCIPAL CLERK. THIS IS A PROVISIONAL APPOINTMENT.

Building: Albany County has repaired the swale at the School Road entrance to the library so it no longer dips.

The new 12' x 20' shed is now in place. Classic Sheds moved the older shed next to the back shed at no additional cost. The current plan is to hold the September booksale in the shed.

Janitronics cleaned our vents, windowshades, and the lights and lenses. This has not been done for several years.

OLD BUSINESS:

eReader Policy: Gail Sacco presented some revisions to the library's eReader policy. After discussion, the Board decided they needed more information regarding our community's use of the readers. They tabled the discussion until the September meeting.

NEW BUSINESS: There was no new business.

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

The meeting was adjourned at 8:22 PM. The next meeting will on Monday, September 16, 2013 at 6:00 PM in the library.

Respectfully submitted,

Gail Alter Sacco, Clerk