

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
21 OCTOBER 2013

Attending: Robert Parmenter, Vice-President/Treasurer, David Gibson, Bryan Richmond, Janna Shillinglaw, and Gail Sacco, Clerk.

Excused: Rob Kent

Absent: Clifford Erickson, Stella Suib

Others Attending: Tim Burke (UHLS), Alan Walther and Heather Briggs (Bonadio Group) and Gail Brown, librarian

Call to Order: 6:05 p.m.

Audit: The Bonadio Group representatives gave a brief overview of the audit for Fiscal Year 2012-2013. Several new cautionary recordkeeping checks have been put in place. The library received an unqualified audit.

M (DG) S(JS) P: TO ACCEPT THE FY 2012-2013 (JULY 1, 2012-JUNE 30, 2013) AUDIT REPORT AS PRESENTED.

Strategic Plan: Tim Burke addressed the board concerning strategic planning. UHLS will help support the strategic planning committee, but they cannot take the lead. He suggested hiring a consultant to guide the committee. The trustees present felt that a separate meeting should be held to sketch out a baseline for what they want to accomplish (services, etc) and if/when they would need to hire a consultant. Gail Sacco will send out a doodle to all trustees to get a better idea of when would be most convenient for the majority.

MINUTES: The minutes of the meeting held on 16 September, 2013 were presented to the board.  
M (JS) S(BR) P: TO APPROVE THE MEETING MINUTES OF SEPTEMBER 16, 2013.

WARRANTS:

M (JS) S (BR) P: APPROVE FOR PAYMENT WARRANT 3A (SEPTEMBER 17-30, 2013) OF \$16,829.07 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (JS) S (BR) P: APPROVE FOR PAYMENT WARRANT 4 (OCTOBER 1-21) OF \$94,559.64

FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JS) S(BR) P: TO ACCEPT THE SEPTEMBER 2013 TREASURERS REPORT OF \$117,373.92 IN THE CHECKING ACCOUNT, \$46,999.63 IN THE EXPANSION ACCOUNT, \$164,321.24 IN THE MONEY MARKET ACCOUNT AND \$19,004.82 IN THE DONATIONS ACCOUNT.

M(BR) S(DG) P: TO ACCEPT THE HODGSON-RUSS ATTORNEY FEE AS PRESENTED FOR THE BUILDING EXPANSION AND AUTHORIZE PAYMENT IN THE AMOUNT OF \$27,412.50 TO BE MADE BEFORE DECEMBER 2013. MONEY MAY BE MOVED FROM THE LIBRARY'S FUND BALANCE IF NECESSARY.

DIRECTOR'S REPORT:

Tax Levy: Gail Sacco discovered a school district error on the library tax assessment. District taxpayers were assessed for an amount equal to the entire budget rather than just the amount listed on the local taxes line of the budget (a difference of \$40,000). Sacco notified Gregory Diefenbach, the Assistant Superintendent of Business, regarding the error on the tax warrants. She will let the trustees know when she learns more.

BookWorm: Gail Sacco gave the trustees a draft schedule for the 2014 Bookworm production and mailings. In an effort to lower our postal and printing expenses, we are going to be easing into electronic mailings, completely switching over by the end of 2014. Print copies of the Bookworm will be available available at locations throughout the district as well as for mailing if requested. The budget issue will continue to be mailed to every resident.

School District Referendum: Gail Sacco attended the district meeting concerning the upcoming referendum to reconstruct part of the high school roof. The meeting focused on declining enrollment and planning for the future, The vote will be on December 17, with construction to begin in July 2014.

Construction Grant: The grant monies for the roof replacement have been received.

M(DG) S(JS) P: TO ACCEPT THE CONSTRUCTION GRANT MONIES AND DEPOSIT THEM IN THE CAPITAL FUND ACCOUNT.

Holiday Party: Gail Sacco reminded the trustees that the holiday party is approaching and, traditionally, they have donated part of the monies to cover the cost of the staff breakfast.

Youth Services Librarian: We are currently looking for a Librarian I and have had many positive answers to our canvass letters. This person will have a focus on tweens and teens. We should begin interviews shortly.

Library Clerk: We are currently looking for a library clerk to replace the 2 clerks we have lost this month. We have sent out canvass letters and the response has been very positive. Once the candidates have been vetted, the interview process will begin.

Archivist: Gail Sacco has hired Jim Corsaro as the library's archivist. Jim was responsible for the local history archives at the State Library and was also the Rensselaer County Historical Association archivist.

Student Photographers: We have reached out to the High School Art Dept. for student photographers. Two students have shown interest in volunteering to take pictures at library programs. In return, they will receive community service hours, which are required for graduation.

FOIL Meeting: Tim Burke told the trustees there will be an informational meeting at Guilderland library on November 20 concerning open meetings law for library trustees. He recommended the speaker as knowledgeable and felt this would be worth the time to attend, if possible.

December Meeting: Gail Sacco will be out of town on December 16<sup>th</sup>, so will not be able to attend that trustee meeting. Assistant Director Rebecca Lubin will be attending in her stead.

M(BR) S(JS) P: TO ADJOURN MEETING AT 8:45 P.M.

Respectfully Submitted,

Gail Alter Sacco, Clerk