

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
18 NOVEMBER 2013

Attending: Robert Parmenter, Vice-President/Treasurer; Clifford Erickson, David Gibson, Janna Shillinglaw, Stella Suib and Gail Sacco, Clerk.

Excused: Rob Kent, President; and Bryan Richmond

Others Attending: Rebecca Lubin, Assistant Director

Call to Order: 6:05 p.m.

MINUTES: The minutes of the meeting held on 21 October, 2013 were presented to the board.
M (JS) S (DG) P: TO APPROVE THE MEETING MINUTES OF OCTOBER 21, 2013.

WARRANTS:

M (SS) S (JS) P: APPROVE FOR PAYMENT WARRANT 4A (OCTOBER 18-31, 2013) OF \$11,656.66 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (SS) S (JS) P: APPROVE FOR PAYMENT WARRANT 5 (NOVEMBER 1-18) OF \$9,595.01 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (SS) S(JS) P: TO ACCEPT THE OCTOBER 2013 TREASURERS REPORT OF \$117,472.85 IN THE CHECKING ACCOUNT, \$46,999.63 IN THE EXPANSION ACCOUNT, \$1,003,300.54 IN THE MONEY MARKET ACCOUNT AND \$19,004.82 IN THE DONATIONS ACCOUNT.

DIRECTOR'S REPORT:

Stella Suib has agreed to be Bookworm liaison with the FOL to insure events which need publicity are not missed.

Gail Sacco is evaluating the library's hours of operation and will be looking at library statistics to get a better idea of usage.

Joyce Laiosa and Gail Brown attended the UHLS Common Core and story time skills workshop. Joyce was asked to present on collaborating with school counterparts and developing nonfiction and fiction pairs. Gail Brown attended both the common core and story time workshops and learned a great deal. She is anxious to put her new knowledge to work.

The New York Library Association and New York Museum Association are sponsoring a grant program to initiate partnering between museums and libraries. The VPL will be partnering with The Heldeberg Workshop. Jen Hampsted is the liaison from the workshop.

Gail Sacco has reached out to the Old Songs Festival to see about sharing performers. They did offer the use of their stage during the day. She will continue to keep the lines of communication open.

Gail Sacco has decided to apply for a New York Humanities reading and grant called Muslim Journeys. VPL is partnering with Guilderland and Altamont and possibly Bethlehem libraries to develop joint programs. Its purpose is to promote understanding of everyday Muslim life in America. We are looking at a fall program date.

Tax Levy: Gail Sacco is waiting for a communication from Bob Schofield, the school district's attorney. Until Gail hears back from the attorney, the Trustees feel that they should wait to make a final decision. Trustees suggested that the library's auditors, Bonadio Group, be contacted ensure that the proposed resolution will not negatively impact the library next year.

Youth Services Librarian: We are still interviewing for a Librarian I.

Library Clerk: We have completed interviews for the library clerk. Clifford Erickson asked if there had been a needs assessment done. Gail Sacco explained that she and Rebecca Lubin had assessed the library's needs and consequently were replacing 2 clerks with only one, by spreading the work load out. Clifford asked if volunteers might be able to work at the desk. Janna Shillinglaw felt that we should complete a strategic plan before attempting to change job descriptions and hours.

Gail Sacco shared that she would like to use high school volunteers on weekends, to assist people with technological questions in the library.

Anniversary: Stella Suib asked if she could speak with Gail Sacco individually about this, so a report was not given to the board.

Strategic Plan: Janna Shillinglaw wants to set a date for a 2 hour meeting to do the framework on a strategic plan for the library. The group came up with Monday, November 25 at 5 p.m. in the community room. Gail Sacco will contact Tim Burke at UHLS to see if he, or someone else, can facilitate the meeting. Some of the goals that Janna feels need to be addressed are: 1. Recover/repair library reputation, 2. Decide where/what direction the library wants to go in, 3. Have more focused discussions at meetings. She is asking if the BOT can take some extra time (not board meetings) to work on this?

Regular BOT Meeting Time: Gail Sacco asked the board to consider changing the regular monthly meeting dates/times. There was much discussion on schedules, but no decisions were made.

New Business:

Dave Gibson commented on a webinar that he listened to earlier in the month. He asked if the board meeting minutes were available within 2 weeks of meeting. Gail Sacco assured him, that while they were still considered to be in draft form (until approved by the BOT), they were available should anyone request to see them. Once they have been approved, they are available for public access in both hard copy and online.

Gail Sacco continued that she had also listened to the webinar and she had a question about whether it was permissible for a board member to be the board Treasurer? She will follow up in the next few days and have an answer for the board at the next meeting.

M(JS) S(CE) P: TO ADJOURN MEETING AT 8:40 P.M.

Respectfully Submitted,

Gail Alter Sacco, Clerk