

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
20 October 2014

Attending: Clifford Erickson, David Gibson, Janna Shillinglaw, and Gail Sacco, Clerk .

Absent: Rob Kent, Bryan Richmond

Others Attending: Alison Blessing, Bonadio; Diane Biernacki, Gail Brown

Alison Blessing from Bonadio & Co., LLP Public Accountants, handed out the draft financial statements and independent auditor's reports. Alison went through the packet and the board discussed the findings.

M(DG) S(CE) P: TO ACCEPT THE AUDIT REPORT FOR THE 2013-2014 FISCAL YEAR, AS PREPARED BY THE FIRM OF BONADIO & CO., LLP, CERTIFIED PUBLIC ACCOUNTANTS, P.C., 6 WEMBLEY COURT ALBANY, NEW YORK 12205.

MINUTES: The minutes of the meeting held on 15 September 2014 were presented to the board.  
M (CE) S(DG) P: TO APPROVE THE MEETING MINUTES OF SEPTEMBER 15, 2014.

A question was raised concerning the Key Bank Visa. Gail Sacco explained that Key Bank has changed their policy in regards to non-profits and our visa was cancelled October 2014. Mary Hofelich has been working with Key Bank to arrange for another credit card. The trustees felt that perhaps we should be looking to change banks if Key Bank cannot provide a credit card.

A question was raised about the status of the 501 (c)(3) application. Gail Sacco explained the Friends of the Library are still working on it.

A trustee inquired about the retirement account payment to the district. Gail Sacco explained these were current and recently retired employee costs, which the school district pays and we reimburse our portion of the expense, annually.

WARRANTS:

M (DG) S (CE) P: APPROVE FOR PAYMENT WARRANT 3A (SEPTEMBER 15-30, 2014) OF \$90,596.77 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (DG) S (CE) P: APPROVE FOR PAYMENT WARRANT 4 (OCTOBER 1-20, 2014) OF \$24,271.99 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

#### TREASURER'S REPORT:

M (DG) S(CE) P: TO ACCEPT THE SEPTEMBER 30, 2014 TREASURERS REPORT OF \$62,694.46 IN THE CHECKING ACCOUNT, \$46,999.63 IN THE BUILDING ACCOUNT, \$283,578.51 IN THE MONEY MARKET ACCOUNT AND \$19,389.82 IN THE DONATIONS ACCOUNT.

#### DIRECTOR'S REPORT:

Vandalism: we received a check from the insurance company for \$6,600.00, to cover repair/repainting of the back entrance and side door graffiti. The back entrance has been finished at a cost of \$7,150.00. The side doors have been ordered and are ready to be installed.

Circulation is down again this month, although the librarians have changed the way the statistics are collected for the nooks. This should indicate a more accurate picture of the circulation numbers.

Gail Sacco and Lesa Clark are talking about doing a 4 page mailer, several times a year, in addition to the mail chimp. The trustees discussed possibly using the "opened links" information to narrow the mailing list.

David Gibson suggested the portion of the directors report quoting the adult and youth questions should be deleted. He suggested picking one month a year to give this information and leave it off for the rest of the year.

Gail Sacco told the trustees about the awesome box. A trustee suggested the box be located where the books are normally returned. It was explained there is not enough room on the circulation desk.

Gail Sacco told the board she had withdrawn the construction grant application because we had only been approved for 35% of the project and she felt with all of the other projects going on at the library, she was too busy to give this her full attention and the cost would be more than previously budgeted.

Gail Sacco told the board she has hired Amy Pekar as the new tech librarian I. The board decided to discuss this at the end of the meeting, while in executive session.

Gail Sacco told the trustees that Gail Brown, our youth librarian, has been elected to be the Secretary for the NYLA Youth Services Section and will be serving a 3 year term.

The Friends of the Library currently have approximately \$14,000 in their bank account. Gail Brown, the liaison to the friends told the trustees that the friends had passed their membership goal this year. She reported the book sale had gone very well and the coupling of the 5K race at the Village Animal Clinic and the library book sale and concert pulled a really large, happy crowd. She said plans are under way to hopefully expand this next year to include other local businesses, and make it a true community day.

Gail Brown was asked to speak to the trustees concerning the Wounded Warrior program, which she booked for the library. She gave a short explanation of how she was able to get outside funding to enable her to book this NY Times bestselling author, and her hopes that this will be a well attended program.

David Gibson gave a short report on the current status of the roofing project. He was able to get some answers to the questions raised at the September BOT meeting, where the resurfacing option was first offered. 1) The warranty is transferable, should the library be sold within the 15 year warranty period. 2) Yes, heat tape can still be used once the roof is resurfaced. He said the price we were offered included resurfacing with a 15 year warranty, flashing, application of masonry sealing, seamless liner through the gutters, new gutter joints and replace the downspouts. He was given 2 choices on the front entryway arch, which was not included in the roof price. The rounded arch was preferred over the peaked arch, unless there is a substantial price difference.

Gail Sacco added that she had checked with UHLS on the particulars of the grant and the roof does need to be completed by June 30, 2015, and the resurfacing does still qualify us for the grant money. David Gibson said CTMale should have the bid aspect of the project completed by December 30, so the actual work can start as early in the spring as possible.

Janna Shillinglaw gave a short report on the strategic planning committee progress. Janna has connected with Nancy Meyers Preston and has received answers to the questions raised at the September meeting. The fee Nancy proposed is based on the number of activities, not based on a time frame. Some ideas for recommending people to the strategic planning committee were discussed, such as the trustees recommending people, asking staff, patrons, business people, etc. It was discussed that perhaps there should be two committees; the first larger group to get an idea of where they want the library to go and a second smaller group to do the actual workshops. Janna also explained there is a 30 day cancellation clause.

M(DG) S(CE) P: TO HIRE NANCY MEYERS PRESTON AS A STRATEGIC PLAN CONSULTANT FOR \$1,500 FOR 4 MONTHS PLUS RESIDUAL FEES UP TO \$2,000.

Gail Sacco told the trustees about the new inventory system that UHLS has chosen. It should be installed by February.

The Trustees went into executive session to discuss personnel matters.

M(CE) S (DG) P: TO APPOINT AMY PEKER AS LIBRARIAN I.

M(CE) S(DG) P: TO ADJOURN AT 8:55

Respectfully Submitted,

Gail Alter Sacco, Clerk