

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
10 FEBRUARY 2015

Attending: Janna Shillinglaw, President; Bryan Richmond, Vice-President/Treasurer; Clifford Erickson, David Gibson and Gail Sacco, Clerk .

Others Attending: Nancy Meyers Preston, consultant; Sharon Siegel, community resident

The meeting was called to order at 5:37 PM.

MINUTES: The minutes of the meeting held on 15 December 2014 were presented to the board.

M (JS) S(BR) P: TO APPROVE THE MEETING MINUTES OF 15 DECEMBER 2014.

The minutes of the special meeting held on 10 January 2015 were presented to the board. There was no regular Board of Trustees meeting in January due to winter storms.

M (JS) S(BR) P: TO APPROVE THE MEETING MINUTES OF 10 JANUARY 2015.

WARRANTS:

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 6A (DECEMBER 16-31) OF \$18, 411.78 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 7 (JANUARY 1-31, 2015) OF \$47,335.77 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 8 (FEBRUARY 1-10, 2015) OF \$241.74 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JS) S(CE) P: TO ACCEPT THE DECEMBER 2014 TREASURERS REPORT OF \$83,402.27 IN THE CHECKING ACCOUNT, \$38,346.71 IN THE BUILDING ACCOUNT, \$1,045,042.90 IN THE MONEY MARKET ACCOUNT AND \$19,599.82 IN THE DONATIONS ACCOUNT.

RESOLUTION TO INCREASE THE BUDGET:

M (BR) S (DG) P: RESOLVE TO INCREASE THE PROGRAM BUDGET BY \$550 FOR A DONATION OF THE NEW SCOTLAND KIWANIS CLUB TOWARDS THE NOVEMBER LUIS MONTALVAN AND TUESDAY PROGRAM.

Gail Sacco distributed the Profit and Loss Vs. Actual reports for July-September 2014 (total expensed \$200,044.38), July-December 2014 (total expensed 702, 251.94), and October-

December 2014 (total expended 227,320.23). She also distributed the detail for the roof payments to date from the Capital Fund (total expended 11,762.67).

**STRATEGIC PLAN:** Nancy Preston discussed a preliminary draft and a summary of the retreat. It is unlikely that the plan will be completed by the end of February because there is still work on both the mission and value statement and the objectives and action steps. Preston emphasized that this plan belongs to the library's Trustees and at its finish, needs to be a document that has vitality and impact on the organization's direction.

The Trustees decided to create a series of meetings to finish their work on the strategic plan. It is in the chart below.

**M (DG) S (CE) P:** TO EXTEND NANCY MYERS PRESTON'S CONTRACT UNTIL THE END OF MARCH. This extension is approved with the understanding that there will be no additional cost. Nancy Preston will forward the appropriate paperwork for signature.

**TRUSTEE VACANCY:** Sharon Siegel submitted a letter of interest in the trustee vacancy to the Board for their information. She attended the meeting to introduce herself to the members and answer any questions they might have. There was not decision made about her application.

A few other community residents have expressed interest in the position and the Trustees decided to ask all of them to submit letters of application.

**ADDITIONAL MEETING DATES:** The Trustees changed two March meeting dates. The new dates are below.

#### **DIRECTOR'S REPORT:**

**Policies:** Gail Sacco distributed a Whistle Blower Policy and IPad Policy for the Board's review. They will be discussed and voted on at the next regular meeting.

**Technology Lab:** Gail Sacco reported that she had submitted a grant to the Voorheesville Community and School Foundation for \$10,000 to purchase laptops and cabinets for a technology lab to use with the 3D printer. David Gibson requested that grants such as this be brought to the board for discussion prior to submission. This will help ensure the integrity of the projects that the library is pursuing.

VCSF has requested more information regarding the equipment and its maintenance. That information is currently being compiled.

David Gibson has been in conversation with Amy Peker, the IT librarian, regarding the printer. Printers vary in quality and Peker is giving it careful consideration.

Gibson also noted that although the print circulation has continued to decline, information questions increased in both December and January over previous years.

**ROOF PROJECT:** David Gibson reported on the roof project. The Request for Bids has been advertised in the Altamont Enterprise and Capital District Business Review. They will be opened on February 19, at 2 PM at the library. Due to the snow storms, pictures of the roof from the scan have been posted on the website. Vendors who picked up packets have been notified that these photos are available.

**LIBRARY CENTENNIAL:** Janna Shillinglaw reported on the plans for a library centennial celebration. Some planned activities are a gala, a float in the Memorial Day Parade, a timeline

in the Community Room, an exhibit at the New Scotland Historical Society, and a banner on the front of the building.

FY2015-16 BUDGET: Gail Sacco handed out some preliminary materials for the Trustees' review. No decisions were made.

M(BR) S(DG) P: TO ADJOURN AT 8:30 pm

Respectfully Submitted,

Gail Alter Sacco, Clerk

MEETING SCHEDULE THROUGH MARCH 30.

February 24, 2015	5:30-7:30	Leadership Goal Marketing Goal Possibly appoint new trustee
March 2	6-9 PM	Special Meeting to discuss budget
March 8	Cancelled	Moved to March 2
March 16	Cancelled	Moved to March 19
March 19	2 PM (at Librarian's meeting)	Program and Services Goal
March 19	7 PM	Regular meeting
March 23, 2015	9:30 (at staff)	Presentation of strategic plan to the staff