

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
15 June 2015

Attending: Janna Shillinglaw, president; Bryan Richmond, VP/Treasurer; Clifford Erickson, David Gibson, Lance Moore and Gail Sacco, Clerk.

MINUTES: The minutes of the meeting held on May 18, 2015 were presented to the board.  
M (CE) S(DG) P: TO APPROVE THE MEETING MINUTES OF MAY 18, 2015.

WARRANTS:

M (DG) S (JS) P: APPROVE FOR PAYMENT WARRANT 11A (MAY 19-31) OF \$10,503.38 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (DG) S (JS) P: APPROVE FOR PAYMENT WARRANT 12 (JUNE 1-15) OF \$8,525.65 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (DG) S(JS) P: TO ACCEPT THE MAY 31, 2015 TREASURERS REPORT OF \$21,181.94 IN THE CHECKING ACCOUNT, \$20,345.71 IN THE EXPANSION ACCOUNT, \$745,116.15 IN THE MONEY MARKET ACCOUNT AND \$20,357.82 IN THE DONATIONS ACCOUNT.

Lance Moore and several trustees asked about the need to purchase bottled water from Crystal Rock. Gail Sacco explained that the village water is hard and has a taste to it. Lance suggested looking into the water filter system at the Town Hall. Gail will look into this, though any purchase of filtering system would need to wait until next year.

The library has established a separate laptop for all banking. It is disconnected from the internet when not in use.

Laptop Grant:

M(BR) S(JS) P: TO REVISE THE WORDING OF THE MARCH 19<sup>TH</sup> MOTION REGARDING THE DONATION FROM THE VOORHEESVILLE COMMUNITY AND SCHOOL FOUNDATION FROM:

RESOLVE TO INCREASE THE BUDGET BY \$10,000 FOR A DONATION BY THE VOORHEESVILLE COMMUNITY AND SCHOOL FOUNDATION TOWARDS THE TECHNOLOGY LAB. OF THIS, \$9,430 WILL BE PUT IN THE EQUIPMENT LINE (300200) TO PURCHASE LAPTOPS AND CABINETRY AND \$570 WILL GO INTO THE SOFTWARE LINE (300411).

TO: RESOLVE TO INCREASE THE BUDGET BY \$10,000 FOR A GRANT BY THE VOORHEESVILLE COMMUNITY AND SCHOOL FOUNDATION TOWARDS THE TECHNOLOGY LAB.

Credit/Debit Cards: The Trustees discussed the use of debit/credit card readers. Mary Hofelich had done a short comparison between the UHLS charge program and the Four square credit/debit card reader systems.

M (LM) S (DG) O (BR) P: TO APPROVE A 6 MONTH TRIAL PERIOD FOR THE UHLS CHARGE SYSTEM , WITH AN INITIAL COST OF \$330, WITH NO MINIMUM DOLLAR LIMIT FOR CHARGE/DEBIT USE, AS A COURTESY TO OUR PATRONS. THIS WILL BE RE-EVALUATED AT THE END OF THE TRIAL PERIOD.

#### DIRECTOR'S REPORT:

The Trustees expressed concerns about the low circulation numbers for the month of May.

Gail Sacco explained the new inventory system has some unresolved issues and all libraries are being affected. In addition, the front entrance was closed for most of May due to the new roof so for some residents it appeared that the library was closed. Sacco relayed that the auto counter on the entrances show a steady rate of patrons. The numbers have not decreased. In addition, personal training, in the form of librarians showing patrons how to use the new data system, has been ongoing.

Janna expressed concerns about changing to summer weekend hours after Memorial Day because people may want to use the library. She suggested that the summer hours begin when school ends, to give students the opportunity to use the library for finals. Several trustees agreed. Sacco explained this had been instituted because of low weekend use and can be re-examined for next year.

Bryan Richmond attended the LGBTQ family story time. He reported that it was well attended well presented.

Graduating pages Luke Gorka and Jasmine Wiest both received the Jane Salvatore award. This is given annually by the Friends of the Library.

Gail Sacco reported that maintenance man Fred Haupt has been out for several weeks and is expected to be out for several more. Trustees made suggestions regarding cleaning services which might be interested in temporary library cleaning.

We have installed thin client on both circulation computers. This allows both monitors to run off the same system, with less expense than buying new computers.

Amy Peker has established online registration for programs, which is extremely helpful during the summer reading program and at other times because it is available 24/7.

David Gibson gave kudos to Gail Sacco for managing the roof so well. Gibson will meet with Randy to discuss some design ideas that the latter had for the light fixture on the archway.

The carpet replacement cost came in much higher than expected. There was much discussion and the board recommended that getting a second estimate on the cost of replacing this carpet. Local business use was discussed and it was suggested that we can only allow up to a 10% cost difference to allow for local business usage.

Gail Sacco reported that there are equipment funds available to buy a new recliner and microwave. The Trustees agreed that would be fine.

FOL president Sherry Burgoon is looking for someone to sit at a FOL membership table at the summer solstice event this Saturday in the village. The Trustees suggested hiring a page to do it.

There is a 3D printer demo this month and Gail Sacco has invited the Albany County Legislators (Reilly and Mackey) to attend. This is also a good event for the trustees to attend.

Meeting Time: The trustees discussed changing the meeting night due to several conflicts with school board meetings. After much discussion, it was decided to keep Monday evenings for now and discuss at a later date, should conflicts again arise in the future.

#### **NEW BUSINESS:**

Officer nominations were discussed for 2015-2016 fiscal year.

M (LM) S (CE): TO NOMINATE JANNA SHILLINGLAW AS PRESIDENT AND BRYAN RICHMOND AS VICE PRESIDENT AND TREASURER.

A vote will be taken at the July meeting.

The trustees discussed the future of the library. A mobile or 2<sup>nd</sup> location was discussed as well as several other ideas. David Gibson suggested that the trustees think about this and discuss further at the July meeting.

M (JS) S(BR) P: TO ADJOURN MEETING AT 8:50 P.M.

Respectfully Submitted,

Gail Alter Sacco, Clerk