

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
21 December 2015

Attending: Janna Shillinglaw, president, Clifford Erickson, David Gibson, J. Lance Moore, Bryan Richmond and Gail Sacco, Clerk .

Others Attending: Tracey Pause

Call to Order: 7:05 p.m.

MINUTES: The minutes of the meeting held on November 9, 2015 were presented to the board and accepted as read.

Gail Sacco introduced the new assistant director, Tracey Pause. Tracey will be working on the welcome brochure, adult programming and an olive oil program/workshop.

The trustees had some concerns about the e-reader numbers and Gail Sacco said the librarians are discussing this. She also mentioned the NYS privacy laws, re: parents can't be told what their kids are reading, spouses can't see what has been taken out, etc. She explained the librarians are going over this and she will keep the BOT posted.

Kudos to Debbie Sternklar. We have had teens/tweens consistently volunteering for programs. The numbers are very steady.

Gail also reviewed the circulation policy and explained the librarians are looking at this concerning high demand books, such as the use of our collection by our people versus use by other people, length of check out, etc.

Gail Sacco would like to meet in January at 6:30 p.m. if possible, to get a step ahead on the budget. Everyone agreed this would be fine.

Cliff Erickson asked if the meeting night could be changed for 2016 to accommodate a change in his schedule. After discussion, the board decided the 4th Monday of the month worked for everyone. This will be voted on at the 6:30 p.m. January 25th meeting.

The Rail Trail was discussed and Gail talked about wanting signs to do a storywalk for the trail.

Gail told the BOT the mezzanine has been cleaned out, although she is not sure what it will be used for at this point. She is looking at moving the servers upstairs and/or using it as a work space. We still have a full set of Nat Geo bound books that she is trying to give to a historic house or another library.

Gail told the BOT that we are having more issues with Key Bank, such as transaction fees. May Hofelich is looking into changing banks. To help with this, and in anticipation of changing banks, Gail asked if she could close the building expansion account and transfer the money into the fund balance account.

M(DG) S(JS) P: TO CLOSE THE BUILDING EXPANSION ACCOUNT (KEY BANK 325661000340) AND TRANSFER THE BALANCE INTO THE LIBRARY'S FUND BALANCE. THESE FUNDS MAY BE USED TO PURCHASE FRONT LIGHTING AND SIGNAGE FOR THE BUILDING.

Gail Sacco asked for and was given permission to look at the cost to upgrade the HD system and replace the shades in the community room, and look at costs to replace shelving in the collection space.

Gail told the BOT she had hired a new clerk, Aileen Luu.
M(BR) S(JS) P: TO HIRE AILEEN LUU AS A CIRCULATION CLERK.

Gail told the BOT the New Scotland Historical Association feels it needs to put it's collection in a storage bin. Gail would like to have the library split the cost with them, since the library also has historical papers it would like to store. The board discussed the merits of this and asked Gail for more information on the expense. Gail will gather more information and bring this back at the January meeting.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 5 (NOVEMBER 1-16) OF \$10,677.30 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 5A (NOVEMBER 17-30) OF \$15,705.27 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 6 (DECEMBER 1-21) OF \$35,090.27 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Gail Sacco asked the board if she could offer a free snoopy library card to patrons in exchange for a food pantry donation.

M(CE) S(JS) P: TO OFFER MEMBERS THE OPPORTUNITY TO GET A REPLACEMENT SNOOPY LIBRARY CARD AT NO CHARGE UNTIL January 31, 2016 IF THEY DONATE 2 ITEMS FOR EITHER PETS OF THE FOOD PANTRY.

Gail Sacco advised the board that the librarians had discussed opening the library earlier during the week and that she felt this would be a positive move.

M(DG) S(CE) P: TO CHANGE THE LIBRARY HOURS BEGINNING ON JANUARY 4 AS FOLLOWS: MONDAY THROUGH THURSDAY FROM 10:00 A.M. UNTIL 9:00 P.M. TO 9:30 A.M. UNTIL 9:00 P.M. FRIDAY HOURS FROM 10:00 A.M. TO 6:00 P.M. TO 9:30 A.M. TO 6:00 P.M.

Gail Sacco advised the board that Tracey is looking at summer hours.

Gail Sacco asked the board for permission to use donation monies to purchase storycorp equipment.

M(CE) S(BR) P: TO USE UP TO \$1,000 FROM THE DONATION ACCOUNT TO PURCHASE SOUND EQUIPMENT TO BE USED FOR THE STRYCORPS ORAL HISTORY PROGRAM.

M(CE) S(BR) P: ADJOURN AT 8:55 P.M.

Respectfully Submitted,

Gail Alter- Sacco