

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
25 January 2016

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

Others Attending: Tracey Pause

Absent: Clifford Erickson

Call to Order: 6:35 p.m.

MINUTES: The minutes of the meeting held on December 21, 2015 were presented to the board and accepted as read.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 6A (DECEMBER 22-31) OF \$13,129.68 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 7 (JANUARY 1-25) OF \$20,240.92 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT: The treasurer's report was presented to the board and accepted without exception.

Directors Report:

Gail Sacco requested transfers of \$6,400 from the personnel account to the operating account. She explained that money was needed in the programs, telephone maintenance, printer, and conference/travel lines. She also requested a transfer for the bandwidth (internet) expenses, but after some discussion, it was decided there was enough money in the account to cover internet expenses (even with an increase in service) for a few months. David Gibson suggested contacting our neighbor, Atlas Copco, and ask them what kind of internet service they have and if we can tie into theirs.

M(BR) S(JS) P: TO TRANSFER THE FOLLOWING AMOUNTS FROM THE PERSONNEL ACCOUNT TO THE OPERATING ACCOUNT; \$3,000 TO THE PROGRAM LINE; \$1,000 TO THE TELEPHONE AND INTERNET LINE; \$900 TO THE RENTAL/MAINTENANCE OFFICE EQUIPMENT LINE AND \$1,500 TO THE CONFERENCE/TRAVEL LINE.

Gail Sacco told the trustees that J.Lance Moore had spoken with an electrician, Wayne Boyer, and approved the purchase and installation of (2) 4000 watt heaters. One of the heaters has already been installed in the front entrance. The side entrance has been wired and is ready for installation. Gail asked the trustees to approve up to \$4,000 to pay for this.

M(JS) S(DG) P: TO APPROVE PAYMENT OF UP TO \$4,000 FOR THE PURCHASE AND INSTALLATION OF (2) HEATERS IN THE FRONT AND SIDE ENTRANCES.

Banking: Gail Sacco told the trustees that Key Bank has changed their non-profit policies and have been incorrectly charging our accounts. Mary Hofelich has been able to have most of the charges removed, but phone calls and emails are not promptly returned and issues are re-occurring monthly. Mary has researched other local banks and recommends transferring our accounts to TD Bank. Gail explained that we must keep a \$250,000 balance in one account at all times, to not accrue fees on all accounts. David Gibson suggested that Gail call TD Bank and ask them if we keep an average of \$250,000 (instead of daily balance) in one account, would they waive all fees?

M(BR) S(JS) P: TO MAKE TD BANK THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY AND TO TRANSFER ALL ACCOUNTS FROM KEY BANK TO TD BANK.

Gail Sacco asked the board to use a majority of the \$42,000 tax bounty to create a building account. She would like the board to add to this account annually, thus saving money for capital repairs and/or new construction. Brian Richmond questioned the legality of using tax money from a current budget for future year expenses. Discussion followed. David Gibson suggested contacting Sarita Winchel at the school district to ask her expert advice. Gail said she would contact Sarita and report back to the board.

Gail told the board that she would like to use a portion of the \$42,000 tax bounty to upgrade the community room projection system as well as replace the front road sign with an electronic sign.

Brian Richmond reminded the board that Cliff Erickson had requested, at the December meeting, the BOT meetings be changed from the 3<sup>rd</sup> to the 4<sup>th</sup> Monday of each month. After some discussion the trustees decided to make this change.

M(JS) S (DG) P: TO CHANGE THE REGULAR MEETING DATES OF THE LIBRARY BOARD OF TRUSTEES FROM THE 3<sup>RD</sup> TO THE 4<sup>TH</sup> MONDAY OF THE MONTH. THE START TIME WILL REMAIN 7:00 P.M.

Brian Richmond asked Gail Sacco what feedback she was getting from the staff concerning the 9:30 a.m. opening time. Gail responded that she was not hearing any negative feedback from staff and that patrons seemed to be liking the early opening. Gail confided in the board that she and the other librarians were discussing other changes to the operating hours.

David Gibson questioned the difference in the items checked out and the items checked in. He felt the difference was too great. Gail said that she, too, was confused by that number and was looking into it. David also questioned the circulation numbers on the e-readers, and how far they had fallen. Gail promised that she and the librarians would look into these as well.

Gail Sacco told the trustees the FOL is looking to sell tickets for the Nimblefingers quilt fundraiser. Gail asked the trustees to try to sell at least a few tickets to friends and family. They each refrained from taking tickets to purchase, preferring to purchase (donate) themselves.

Strategic Plan: Gail Sacco went through the draft strategic plan and asked the trustees to help word-draft the document. Much discussion followed.

Gail Sacco and Janna have scheduled another roundtable for February 21, from 2-3 p.m. The next BOT meeting will be February 22 at 6:30 p.m. An early start to discuss the strategic plan.

M(LM) S(BR) P: ADJOURN AT 9:00 P.M.

Respectfully Submitted,

Gail Alter- Sacco

