

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
16 May 2016

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

Others Attending: Tracey Pause, Assistant Director and Alan Kowlowitz, community resident

Absent: Clifford Erickson

Annual budget hearing call to order: 7:05 p.m.

Community Resident, Alan Kowlowitz, had several questions concerning budget development and the fund balance. Gail Sacco explained that development, for her, begins in January, but the budget is discussed and monitored throughout the year by the Trustees. The fund balance comes from various places, such as excess payroll after a longtime employee retires, grant money that is not immediately used, etc. This fund is used to cover expenses between July 1 and September 30, until tax money replenishes the operating fund. Any monies used from the fund balance is then replenished.

Gail also answered questions concerning the rules under which the library is governed. It is a school district library, however, we own our land and building. The library is funded by a separate tax levy and the director answers to an elected board. The library is subject to both State Ed and municipal guidelines, and the library is considered a separate government entity.

Mr. Kowlowitz suggested the board should consider expanding the ways in which the public is made aware of budget meetings. After some discussion, David Gibson suggested this can be tabled until the July organizational meeting.

7:20 Public hearing adjourned

7:20 Regular Board Meeting call to order

Directors Report

During April, the library hosted Gaelle Hemery, a French intern working towards an advanced certificate in Tourism. Mademoiselle Hemery needed to improve her English, and towards that end, she volunteered for many programs at the library.

Craft clean out day was a huge success. People/families came and went all day, making whatever craft they wanted. The YS closets are now cleaned out and ready for the summer reading program.

Gail Sacco reported that she had attended the last barn meeting. While many ideas were discussed at the meeting, no decisions were made.

Gail Sacco and Tracey Pause reported that the last community roundtable was successful. They had about 15 people, who discussed what they felt was missing/needed in the community. The next meeting will be scheduled for the fall.

Sacco reported that she has hired Andrew Ward to replace Amy Peker. Andrew is fresh out of librarian school and will start as a Librarian I.

M(JS) S(BR) P: TO APPOINT ANDREW WARD AS A LIBRARIAN I AT THE VOORHEESVILLE PUBLIC LIBRARY WITH THE PROBATIONARY GUIDELINES AS DEFINED IN THE PERSONNEL MANUAL.

Trustee Lance Moore is working on developing better lighting in the parking areas.

Gail Sacco is looking into replacing the front library road sign, as well as getting exterior letters for the archway over the front entrance.

David Gibson asked about the addition of handicap doors to the side entrance. Gail explained that we have several programs which attract seniors on a weekly basis, and a second set of automatic doors will be a welcome addition. David asked about how many handicap parking spaces we currently have, and should there be more added? Gail Sacco and Tracey Pause will look into this.

David Gibson asked about the eReaders and their continually decreasing circulation numbers. Tracey Pause explained that she is looking into alternatives, such as: repurposing them, changing the formats (all one author, variations of themes, beach reads, etc.), and expanding their circulation to other libraries. David suggested that she try some different experiments and get back to the board with the results in 3 months.

Tracey Pause reported the Olive Oil program was wonderful and she will be asking the presenter back again in the fall to do a program on honey and tea.

MINUTES:

The minutes of the meeting held on April 18, 2016 were presented to the board and accepted without exception

Financials: The transition from Keybank to TD Bank was accomplished during the month of April.

WARRANTS:

M (DG) S (LM) P: APPROVE FOR PAYMENT WARRANT 10A (APRIL 18-30) OF \$570,866.22 (KEYBANK) FROM OPERATING FUNDS, WARRANT 11 (MAY 1-16) OF \$30,281.74 (KEYBANK), WARRANT 11 (MAY 1-16) OF \$6,983.63 (TD BANK). SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JS) S(LM) P: TO ACCEPT THE APRIL 30, 2016 TREASURERS (KEYBANK) REPORT OF \$47,054.18 IN THE CHECKING ACCOUNT, \$0.00 IN THE BUILDING ACCOUNT, \$(92.67) IN THE MONEY MARKET ACCOUNT AND \$0.00 IN THE DONATIONS ACCOUNT.

M (JS) S(LM) P: TO ACCEPT THE APRIL 30, 2016 TREASURERS (TD BANK) REPORT OF \$60,325.55 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$500,006.16 IN THE MONEY MARKET ACCOUNT AND \$19,743.32 IN THE DONATIONS ACCOUNT.

Gail Sacco reported that a few local libraries had installed bike repair towers, and she felt these would be useful at the Voorheesville Library as well. After some discussion, the board agreed this would be a good start to the maker space idea. Also, once installed, we may be able to have this addition listed on google maps.

M(DG) S(JS) TO ALLOW THE EXPENDITURE OF UP TO \$1,500, FROM THE DONATION ACCOUNT, FOR THE PURCHASE AND INSTALLATION OF A BIKE REPAIR TOWER AT THE LIBRARY.

David Gibson will attend the school board vote at the MS on Tuesday, May 17. He will text everyone after the vote, with results.

Gail Sacco reported to the board that she had contacted Bob Scofield re: drafting a memorandum of understanding concerning the relationship of the library with the Village of Voorheesville and Town of New Scotland. She felt this was necessary to insure we could replace the front road sign with a more user friendly sign.

Due to scheduling conflicts, the June and July BOT meetings need to be re-scheduled. After some discussion, it was decided the June meeting would be held June 27, with Tracey presiding. The July meeting would be held on July 18th.

David Gibson shared that he had attended the annual meeting of the Library Trustee Association in April. He used the opportunity to meet people and get more information on maker spaces in a library setting.

M (JS) S (BR) P: TO MOVE INTO EXECUTIVE SESSION AT 8:25 P.M.

Respectfully Submitted,

Gail Alter Sacco