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MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
27 June 2016

Attending: Janna Shillinglaw, president; Bryan Richmond, vice-president/treasurer; Cliff Erickson, Lance Moore, and Tracey Pause.

Via Telephone: David Gibson
Others Attending: Alan Kowlowitz, community resident

Excused: Gail Sacco

Call to order 7:10 pm

DIRECTOR'S REPORT:

Tracey Pause, assistant director, represented the library because Gail Sacco was attending the American Library Association conference in Florida. Pause reported as follows:

The Voorheesville historical records collection, which is posted on the NY Heritage website will be the featured collection from our region in the next NY Heritage newsletter.

The majority of May adult programs were related to basic health and financial needs, including a meditation workshop, Medicare program, and a Social Security program, etc. This programming trend will continue through the summer. David Gibson asked if a Medicaid program could be scheduled.

ENCORE! (the Friends' book store) will have their grand opening celebration on July 16 during the Voorheesville Bicycling Day. As of July 12, they will be open every Tuesday until 7:00 pm.

Voorheesville bicycling day will be July 16 as well and the library will be having a bike & trike storytime. Gail Brown has been the library's liaison to the community committee and the library has helped to advertise information about the community event as much as possible.

Cliff Erickson mentioned that Indian Ladder will be hosting the Mohawk Hudson Land Conservancy Summer Festival on July 17.

Indian Ladder has asked the library to collect (from area residents) and set-up a digital collection of photos showing the history of the farm. Jim, Andrew, Lesa and Tracey will be working on this project. Photographs will be scanned into a "digital library" and the site will be made available to the public.

Circulation increased again this month. David Gibson asked if the stats could have increased because of the new Sierra system. Tracey Pause agreed this could be the reason the numbers were so changed from last year.

Another factor may be the on-demand adult collection. David Gibson suggested that youth services might also benefit from having this type of collection. The suggestion will be passed on to the Youth Services Librarians.

OPERATIONS: The librarians are using up the last of their budgets, focusing on audiobooks and music, as this seemed to be an area of increased use.

All full-time staff attended a cpr/1st aid/aed training course at the library. Two staff members attended LGBTQ training at the UHLS, which all other staff had participated in earlier in the year.

David Gibson had a question concerning the hiring of the new clerk, which led to a discussion about hiring personnel in general. Gibson shared his discomfort with the current personnel policy and would like it added to the next agenda. Bryan Richmond and Janna Shillinglaw suggested that all Trustees attend a UHLS trustee training seminar. Tracey Pause will check the dates for these.

Teen/tween space: The space being looked at is on the back side of the computer carrels, Debbie Sternklar, the teen/tween librarian, has been looking at different types of furniture to make this space more comfortable. Janna Shillinglaw suggested that it might be better located towards the back of the library, by the magazine/reading area. She also suggested that Debbie Sternklar speak with her large group of volunteers to get their input before buying furniture.

David Gibson reminded the board of the need to discuss the current PR policy for advertising the budget meeting(s).

Several trustees shared their concern regarding the estimated price for upgrading the projector system in the community room. They wonder if the projector can be upgraded to HDMI, with other devices being used until they no longer work.

MINUTES:

The minutes of the meeting held on May 16, 2016 were presented to the board and accepted without exception

FINANCIAL: The transition from Keybank to TD Bank is almost complete.

WARRANTS:

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 11A (MAY 16-31) OF \$16,238.97 (TD BANK) FROM OPERATING FUNDS, WARRANT 12 (JUNE 1-20) OF \$16,838.73 (KEYBANK), AND WARRANT 12 (JUNE 1-20) OF \$22,662.77 (TD BANK). SAID WARRANTS ARE FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (LM) S(JS) P: TO ACCEPT THE MAY 31, 2016 TREASURER'S (KEYBANK) REPORT OF \$16,838.73 IN THE CHECKING ACCOUNT, \$0.00 IN THE BUILDING ACCOUNT, \$0.00 IN THE MONEY MARKET ACCOUNT AND \$0.00 IN THE DONATIONS ACCOUNT.

M (LM) S(JS) P: TO ACCEPT THE MAY 31, 2016 TREASURERS (TD BANK) REPORT OF \$23,743.58 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$500,069.86 IN THE MONEY MARKET ACCOUNT AND \$19,744.66 IN THE DONATIONS ACCOUNT.

OLD BUSINESS: The May vote results were as follows:

Budget vote numbers: Yes 708 No 245
Bryan Richmond 428 Alan Kowlowitz 297

Janna thanked the other trustees and the staff for their help on the budget. She felt the positive vote was a good sign in the community. David also pointed out this was the third year to pass a budget, with yes votes increasing steadily each year.

The trustees looked over the minutes from the last roundtable meeting. Janna asked that the minutes be sent out asap after the next meeting, as people tend to have it fresh in their minds for a short time only. Tracey said she would be sure to do this. A tentative date for the next meeting, September 25, was discussed, but nothing definite was decided. Janna suggested the same time table should be used as the last meeting; 3:00 – 4:30 pm.

Nominations for the Year of July, 2016-June, 2017:

President: Janna Shillinglaw Vice-President/Treasurer: Bryan Richmond

Tracey was asked about Saturday and Sunday stats. She will look into those numbers and have them available at the July meeting. Cliff Erickson asked if circulation stats were available by the hour? Tracey was not sure, but will check. Sunday hours were discussed. Several trustees felt we should see how the Saturday numbers look before making any decisions on Sunday hours.

M (LM) S (BR) P: MOVE TO ADJOURN SESSION AT 8:15 P.M.

Respectfully Submitted,

Tracey Pause for Gail Sacco, Clerk

