

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
18 JULY 2016

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

Via Skype: David Gibson

Others Attending:

Excused:

Call to order 7:05 pm

OATH OF OFFICE: Notary Public Christal O'Connor administered the oath of office to Bryan Richmond (term ending June 30, 2021).

ELECTION OF OFFICERS:

M (DG) S (JS) P: TO ELECT THE FOLLOWING OFFICERS FOR THE YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017: JANNA SHILLINGLAW, PRESIDENT, AND BRYAN RICHMOND, VICE-PRESIDENT/TREASURER.

ORGANIZATIONAL MOTIONS:

Gail Sacco presented the organizational motions to the Trustees.

THE TRUSTEES APPROVED THE ORGANIZATION MOTIONS FOR THE YEAR BEGINNING JULY 1, 2016 AND ENDING ON JUNE 30, 2017. THEY ARE ATTACHED TO THE OFFICIAL MINUTES OF THIS MEETING.

Tracey Pause read aloud the ethics statement. Each trustee that was present signed a copy of said statement, which are attached to the official minutes of this meeting.

DIRECTORS REPORT

Gail Sacco spoke with the office of George Amedore, and he has agreed to attend Jester Jim, the closing SRP program, in August. She also requested the library be put on a list for SAM construction funds.

Gail Sacco shared a photo of the telemetry pouches the teens care program made this past month. Debbie Sternklar now has 40 teen volunteers signed up to earn community credit this summer.

Gail Sacco shared the library has purchased 2 go-pro cameras. They are being prepped to be available to the public.

David Gibson questioned the upcoming essential oil program re: sales pitches. Tracey Pause assured the board that she had specifically addressed this issue when scheduling this program. There will be no sales pitch.

Bryan Richmond asked about the stats for patronage on Saturdays. Tracey told him those stats were forthcoming and she would have them by the August meeting.

Gail Sacco shared some of her experiences while attending the ALA conference in Orlando, FL. She attended many management programs, looked at furniture, got some ideas on a welcome brochure, book discussion ideas, and developing emerging leaders for such things as resources for disaster planning.

Janna Shillinglaw asked about Pokemon Go. Gail Sacco explained that we are already a stop. Janna suggested something could be put on the website to direct people to this information.

Gail Sacco reminded the trustees the preliminary audit will begin next week. Mary is getting everything ready and Gail expects no problems.

FY2015-16 BUDGET TRANSFERS: Gail Sacco presented the budget transfers which were needed for the end of the year books.

M (BR) S (JS) P: TO TRANSFER FUNDS BETWEEN ACCOUNTING LINES AS PRESENTED IN THE DOCUMENT "BUDGET TRANSFERS: JULY 2015 THROUGH JUNE 2016." SAID DOCUMENT IS FILED WITH THE OFFICIAL MINUTES OF THE MEETING.

Gail Sacco suggested the board organize an ad hoc committee to look at the library building and what can/should be done with it, inside and outside. All present trustees agreed this would be a good way to discuss how to move forward with renovations, additions and internal space arrangement. It was also suggested that, once the committee is established, it should be put on the agenda as a recurring item. David Gibson suggested limiting trustees membership to 2 on the committee, to avoid the issue of a quorum or conflict of interest.

Gail Sacco told the board Liam Foley has been hired as a new page. Jody Schlomo has been taken on as an unpaid intern and will work through the summer into the fall. Monica Parmenter has been hired as a substitute librarian, to help fill-in while Gail Brown and Debbie Sternklar concentrate on SRP.

Gail Sacco shared that Mary Hofelich will be leaving in September. She has not formally put in her notice yet, so Gail will hold off looking for someone to fill her job. Gail explained that civil service does have a library clerk 2 part-time position, which is a non-competitive position, which allows Gail to hire without a list. Several trustees suggested we should have some type of a party for Mary, since she has been with the library for more than 25 years.

Gail Sacco will be on vacation next week. Tracey Pause will be available, if she is needed.

Gail Sacco updated the board on FOL current events. ENCORE! is up and running smoothly, with volunteers scheduled throughout July. The FOL would really appreciate seeing BOT members volunteering at ENCORE! during August, if at all possible.

FOL has over 90 boxes of books stored at the school for the upcoming September book sale. They have some wonderful things planned: balloon animal guy, bands, bake sale, etc.

Gail Sacco shared with the board that Gail Brown, who was very involved in the community/bicycling day this month, has been asked to join the Voorheesville Community & School Foundation.

The rail trail building is almost completed. Janna suggested the library and/or FOL should donate \$250 to the rail trail. Gail Sacco will look into either using donated funds for this or requesting FOL to make a donation.

FINANCIAL: The transition from Keybank to TD Bank is complete. Gail Sacco received the last \$0.00 statement from Keybank.

#### WARRANTS:

M (JS) S (LM) P: APPROVE FOR PAYMENT WARRANT 12A (JUNE 20-30) OF \$6,418.97 FROM OPERATING FUNDS, WARRANT 1 (JULY 1-18) OF \$22,063.60. SAID WARRANTS ARE FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

#### TREASURER'S REPORT:

M (JS) S (LM) P: TO ACCEPT THE JUNE 30, 2016 TREASURER'S REPORT OF \$29,044.07 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$440,124.36 IN THE MONEY MARKET ACCOUNT AND \$19,745.96 IN THE DONATIONS ACCOUNT.

MINUTES:

The minutes of the meeting held on June 27, 2016 were presented to the board and accepted without exception

OLD BUSINESS

Gail Sacco discussed the question, previously asked by a local tax payer, on how the budget is decided and how the public is made aware of what/when the budget will be discussed. The trustees discussed several different ways of making the public aware of the budget process. It was decided that the webpage should be adapted to include "the budget process begins in January and concludes in April and will be discussed at all board meetings that fall within this time period."

David Gibson reminded the board that he had offered to pay \$300 for the set of boxed National Geographic magazines in the mezzanine. He wanted to be sure there is no hint of a conflict of interest with his purchasing these. Gail Sacco explained to the board that she had offered the collection to any other library or learning institution through several list serves, but no one was interested locally and the cost to ship the boxes was prohibitive. The board felt there had been ample attempt to give these away and \$300 was more than we could get anywhere else.

The board moved into Executive Session at 8:15 pm.  
The board adjourned at 8:30 pm.

Respectfully Submitted,

Gail Alter Sacco, Clerk