

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
26 SEPTEMBER 2016

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

Via Skype: David Gibson

Others Attending: Stacy Cohen

Excused:

Call to order 7:03 pm

Gail Sacco introduced the new financial manager, Stacy Cohen. Stacy is a CPA and served as an interim financial manager at the library prior to Mary's tenure.

DIRECTOR'S REPORT

Attendance is up for both July and August.

Debbie Sternklar has purchased a couch for the teen/tween area. It will cost about \$1,000 because it is designed as a public couch, with cleanable upholstery as well as stronger frame and springs.

The bike Fixit has been delivered and is waiting for installation. Gail Sacco, Cliff Erickson, and Chuck Dollard (local bicycle enthusiast) have discussed its placement and decided to install it on the corner of the property, by the 2 brown sheds.

Gail Sacco would like to install an internally lit sign, to replace the current library sign at the front of the building. She has found other internally lit signs in the Village and will pursue this project over the winter.

We have received 2 quotes for the sidewalk project. One contractor showed up on the debarred list for NYS, so he is ineligible. The other contractor is MA Schaffer. We are in the process of making sure the quote is for prevailing wage.

Gail Sacco gave the trustees 2 quotes for AV equipment for the community room. A discussion followed on the merits of each quote.

M(DG) S(JS) P: TO APPROVE THE EXPENDITURE OF \$19,509.00 TO UPGRADE THE COMMUNITY ROOM AUDIO-VIDEO EQUIPMENT.

M(CE) S(BR) P: RESOLVE TO INCREASE THE BUDGET BY \$250 TO PURCHASE CHESS BOOK FOR THE OVERDRIVE SYSTEM DONATED BY M. WALTER MOCKER. THE MONEY WILL BE PLACED IN THE BOOK BUDGET (300410).

M(CE) S(JS) P: TO APPROVE PAYMENT FOR THE FOLLOWING PERFORMERS: DR. STEVEN SANDLER; ELIZABETH BARBONE; MATTHEW ROZELL; ROSE STUART; SARATOGA OLIVE OIL; ERIC LUPER; CAPITAL DISTRICT CHILD CARE COUNCIL; SENSORY STORYTIME.

M(BR) S(CE) P: TO APPOINT STACY COHEN AS ACCOUNT CLERK 1 FOR THE VOORHEESVILLE PUBLIC LIBRARY. THIS APPOINTMENT IS PROBATIONARY AS DESCRIBED BY THE VOORHEESVILLE PUBLIC LIBRARY PERSONNEL MANUAL.

Gail Sacco was happy to tell the trustees how the FOL raised more than \$5,000 this summer in book sales, almost double what they raised last year. She gave credit to Patty Miller and Sherry Burgoon for their determination and hard work. Gail also thanked trustee Lance Moore and library friend, electrician Wayne Boyer for upgrading the lighting and installing a fan in the Encore book shed.

Gail Sacco asked the trustees to combine the October and November meeting, since she will be out of town in October and the November date is immediately after Thanksgiving. The trustees changed the date to November 7, with a start time of 7:00 pm. The meeting after that will be held on Monday, December 19 at 7 pm.

Gail Sacco and Cliff Erickson will be making a donation to the rail trail pavilion fund in appreciation of the Voorheesville Public Library. Gail invited other trustees to join them, should they so desire.

Gail Sacco reminded David Gibson that he needed to sign the state mandated ethics statement. He promised to do so and drop it off at the library.

Gail Sacco told the trustees she reviewed the actual tax assessments for FY2016-17 and they had gone down by 0.01/thousand. That would be an approximate savings of \$2.00 on a \$200,000 house.

David Gibson gave a short report on the makerspace project. He has spoken with Brian Hunt, the superintendent at VCSD, about having a joint venture between the school and library. Hunt was very enthusiastic about this and said there was available space under the middle school that could be used. David will follow up with this project and report back at the November meeting.

David asked Gail Sacco about Saturday statistics. She and Tracey both said this information is still being gathered, but should be together and ready to be presented at the November meeting.

MINUTES:

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

WARRANTS:

Gail Sacco asked that it be included in the official minutes that the July and August warrants included payments to the outstanding performers that were hired for the summer reading program.

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 1A (JULY 19-31) OF \$10,196.89 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 2 (AUGUST 1-31) OF \$35,468.88. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 3 (SEPTEMBER 1-26) OF \$21,498.69 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JS) S(CE) P: TO ACCEPT THE JULY 31, 2016 TREASURER'S REPORT OF \$11,635.57 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$380,172.79 IN THE MONEY MARKET ACCOUNT AND \$19,474.30 IN THE DONATIONS ACCOUNT.

M (JS) S(CE) P: TO ACCEPT THE AUGUST 31, 2016 TREASURER'S REPORT OF \$46,960.69 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$260,212.35 IN THE MONEY MARKET ACCOUNT AND \$18,330.56 IN THE DONATIONS ACCOUNT.

Cliff Erickson asked about the progress of the GoPro cameras. Gail Sacco explained the cameras were almost ready to be circulated. They will only be checked out to Voorheesville residents, aged 14 and older. We will not be charging any deposit, nor ask for a credit card number. The trustees discussed this policy. Janna asked about some type of wording on the GoPro package, to establish the library has no responsibility for injury, due to the use of the GoPro.

The Trustees recommended that the GoPros be made available as soon as they are ready, but the director should begin working on a policy concerning a deposit/age restriction/credit card, etc., should we sustain losses and need to implement such a policy.

Gail Sacco passed out palm cards for the Indian Ladder Farms project to the trustees and requested that they, in turn, share those cards with 4 of their friends.

Tracey Pause shared the new eReader display with the trustees. They were very impressed with the changes. Circulation for the eReaders is up 2%.

M(LM) S(JS) P: TO ADJOURN AT 8:35 PM

Respectfully Submitted,

Gail Alter Sacco, Clerk