

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
19 DECEMBER 2016

Attending: Janna Shillinglaw, president; Bryan Richmond, vice-president/treasurer; David Gibson, Gail Sacco, clerk, and Tracey Pause.

Others Attending: Sherry Burgoon, Patty Miller and Sarah Brunt  
Excused: Cliff Erickson and Lance Moore

Call to order 7:06 pm

Gail Sacco introduced Sherry Burgoon, president FOL and Patty Miller, Fundraiser and Book Sale Liaison of FOL. Sherry and Patty were at the BOT meeting to discuss ENCORE! Books and the need for another shed located at the library and used by the FOL for the book sale. The shed would help with better space and browsing room for purchasers. The shed would take up 3 parking spaces at the library. A drawing was used to help show placement of shed. The FOL is looking for an endorsement of the project and space for the shed. Our insurance policy was discussed and currently our umbrella policy handles the existing shed. Included in the cost is all extra's such as electricity and inclines. Typically, the parking spaces are only used during major programs and such and we could always ask to use overflow at the veterinarians.

M (JS) S (BR) P: TO APPROVE THE USE OF PARKING SPACE FOR THE FRIENDS OF THE LIBRARY TO ADD A SECOND SHED.

Executive Session: 7:30 p.m.

M (BR) S (DG) P: FOR PURPOSE OF PERSONNEL MATTER FOR PARTICULAR INDIVIDUAL.

Out of Executive Session: 7:42 p.m. - M (BR) S (DG)

DIRECTOR'S REPORT

Circulation is up.

A draft of Purchase and Travel Card Policy was presented to the board. Question was asked. Who is the purchasing clerk? The purchasing clerk is Lynn. Also, asked was final approval of credit statements/receipts is Gail Sacco and Brian Richmond. There were corrections to be made to the policy presented and will be discussed again at the next meeting.

Gail Sacco is pulling together a budget for 2017-2018 and is looking at the need for a whole new driveway. Also, she is considering bringing back mailing the library newsletter, bookworm at least twice a year. The reasoning is that the hope was that the e-newsletter would continue to increase but it has stayed the same in sign-ups for some time.

E- Reader percentage is up.

The library will be offering a yearlong programs related to diversity, tolerance and equality in conjunction with local community agencies and churches. We hope this will promote

understanding of persons and their differences. We are offering the logo to local libraries and to the community. The logo would be used when they are offering a program that promotes diversity.

Gail Sacco will be contacting Sheriff Apple in the near future in the hopes of having him come to the library to offer a program relating to diversity.

Discussion of recent programs was mentioned regarding the Soccer program and the Ugly Sweater Party. Both programs were well attended. As for the soccer program Gail Sacco mentioned to the teenagers in attendance that if they were interested in creating a blog for soccer the library could host it.

One point service desk was discussed briefly and of course a layout discussion would go through the board first. Janna would like to make sure it was done well and not in pieces.

The library will be having new programs in the New Year. We have signed an agreement with Lincoln Center Local that will allow us to stream video and more at the library.

Debbie Sternklar is working with Chris Machetti at the school with outreach programs. At this time she is going to the school to have book discussions and plans for much more such as test review and resume writing. This is a way to keep the kids involved in the library and reading without having to come to the library.

The 2017 Summer Reading Program theme is "Build a Better World" and Gail Sacco would like the community to take a piece of paper and place messages on trees in various locations around the town/village. What a person thinks they would like to write to help build a better world.

The Summer Reading Program will be restricted this year in the hopes that attendance will go up. Attendance is not where Gail Sacco would like it to be and this has been for the past few years. It is believed since both parents/caregivers work it is more challenging for them to get to a few hour program during the work week. Gail Brown and Debbie Sternklar will be offering week long "camps" similar to the Heldeberg Workshop. Maybe we could even work together with them and use their transportation, this has not been looked into as of yet.

Beginning in January, Gail Sacco mentioned that Gail Brown will be having a series of 5 parent workshops. Some of workshops will be offered by Cornell Cooperative. This program has been a lot of hard work by Gail Brown.

Gail Sacco mentioned that she and Tracey Pause have been out in the library welcoming people to the program they are attending. We are doing our best to make feel people truly welcomed in our library.

Staff Meetings beginning in January will be training every other month.

#### MINUTES:

The minutes of the meeting held on November 7, 2016 were presented to the board and accepted without exception

#### WARRANTS:

Gail Sacco asked to accept a donation of \$300.00 from Peter Ten Eyck to be placed in the donation account.

M (JS) S (BR) P: APPROVE DONATION OF \$300.00 FROM PETER TEN EYCK.

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 5A (November 8-30) OF \$14,231.94 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S(CE) P: APPROVE FOR PAYMENT WARRANT 6 (DECEMBER 1 – DECEMBER 19) OF \$23,972.30. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JS) S(CE) P: TO ACCEPT THE NOVEMBER 30, 2016 TREASURER'S REPORT OF \$41,709.55 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$1,066,395.76 IN THE MONEY MARKET ACCOUNT AND \$18,334.23 IN THE DONATIONS ACCOUNT.

Mentioned that maybe in January a general discussion relating to library construction may be a good since there is funding for grants.

David suggested Gail Sacco contact Paul Maze, an architect to come to a meeting to answer some general questions.

David Gibson spoke briefly about the maker's space project. He as well as Tracey Pause attended a committee meeting at Voorheesville High School. The committee was very interested in such a space.

David Gibson would like talking points about what we are doing so that he is prepared when out in the community to talk about the library more. Especially, relating to outreach and our various programs we offer to the community.

Janna Shillinglaw would like see the library more involved in the Rail Trail. Gail Sacco did mention she asked whomever does Public Relations for the Bike event if we could have our Bike Fix-It station mentioned.

M(BR) S(DG) P: TO ADJOURN AT 8:30 PM

Respectfully Submitted,

Gail Alter Sacco, Clerk