

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
30 JANUARY 2017

Attending: Janna Shillinglaw, President; Bryan Richmond, Vice-president/treasurer; J. Lance Moore, Clifford Erickson, David Gibson, Gail Sacco, clerk, and Tracey Pause.

Others Attending: Sarah Brunt and Alan Kowlowitz, community residents.

Excused:

Call to order 7:03 pm

Director's Report: Gail Sacco opened the meeting by showing the trustees the new separate newsletters – the BOOKWORM and the BOOKWORM JR. Separating adult and young people's programs into two allows fuller program and service descriptions.

The library is developing a single point of service (POS) public desk, using core responsibilities training to prepare employees. During slow library times there will be one staff member manning the desk, with back-up elsewhere in the building. We are currently looking at implementation at some time in March.

The library is evaluating the financial procedures for ways to increase checks and balances. Bryan Richmond requested that all new procedures be run past him before enacting.

The new AV equipment will be installed in the community room on February 6 & 8.

Tracey Pause spoke to the trustees about a wine, cheese and chocolate fundraiser the Friends of the Library (FOL) are considering for Friday, March 31st after closing hours.. This would necessitate the FOL obtaining a one-day liquor license. After some discussion, it was decided to approve the project, as long as there are no problems with our insurance, or a rider is purchased, if necessary.

M(BR) S(JLM) P: TO ALLOW THE USE OF LIBRARY PREMISES FOR THE FRIENDS OF THE LIBRARY WINE, CHEESE AND CHOCOLATE FUNDRAISING PROGRAM, AFTER LIABILITY APPROVAL OR INSURANCE COVERAGE HAS BEEN RECEIVED.

Tracey went on to discuss the January FOL meeting. The friends have met their goal for the new shed and spoke with Classic Sheds about the options for an additional space. The FOL would like to have the 2 sheds connected and were told this was a possibility. The library received a \$2,000 donation from the Suib Foundation, to be used for the shed.

M(DG) S(JS) P: TO ACCEPT THE \$2,000 DONATION FROM THE SUIB FOUNDATION. THIS MONEY WILL BE USED BY THE FRIENDS OF THE LIBRARY TOWARDS THE PURCHASE OF A NEW SHED.

Gail Sacco contacted Senator Amedore regarding a funding request planning services for the makerspace. This request would be solely from the Public Library. The trustees discussed this and agreed it was always a good idea.

Diversity: The Library partnered with the Voorheesville Methodist Church on “What it means to be a Muslim” program. This program intended to open a dialogue on tolerance, diversity, equity and justice. Fazana Saleem-Ismail, a Muslim educator, did a wonderful job as the speaker for the program at the Methodist Church. There was open discussion and Fazana answered many questions. The only disturbance was a person in the audience who became angry, loud and belligerent, making others afraid. The person was escorted from the program and the police were called (by audience members), but they did not enter the church nor speak with the angry audience member, as he had already left by the time they arrived.

Village Comprehensive Plan: Gail Sacco attended a Village planning meeting/focus group this month. The group attending discussed the pros and cons of Voorheesville, such as the lack of common space, traffic patterns and diversity. Gail spoke at the planning meeting about the need to connect the Library to the Village.

Gail Sacco demonstrated Flipster, the new online magazine resource available to community residents.

David Gibson made a good point that we need to get our services information out to the public. Not necessarily on a weekly basis, but maybe once or twice a year. A services magnet was suggested. Gail had just passed out similar magnets at the diversity program and they were well received.

The trustees asked that we get quotes again for the plowing/salting. We have a contract for this winter, but will start requesting bids in the spring.

Gail explained that minimum wage increased in January. The page responsibilities will be re-evaluated and we may hire fewer high school pages, with a wider range of duties.

M(CE) S(JLM) P: TO APPROVE PAYMENT FOR THE FOLLOWING PROGRAM PERFORMERS::

SHORT AND STOUT TEA	KAREN DRAPER
TIM O'SHEA	DIANE BLINN
KARA LUSTIBER	SEAN GASKELL
CORNELL COOPERATIVE EXTENSION	LIBERTI SCIENCE, INC.
HAYLEY STEVENS/SARATOGA TEA & HONEY	MARCUS HOTALING
CHRIS GILHOOLEY	

David Gibson asked that attention be paid to the music program attendance. (Celtic Music Concert and African Diversity Concert) David is concerned that low attendance we have experienced for past concerts does not justify the cost involved. The board agreed these concerts will be a test for future music programs.

Personnel: Albany County Civil Service has frozen the clerk exam until Fall. Gail Sacco hired Jody Shlomo as an interim part time Library Assistant. Jody has experience working at both the Guilderland Library and the Bethlehem Library. The maximum we will spend for her services is \$5,700 and she will work approximately 20 hours a week.

M(DG) S(BR) P: TO APPOINT JODY SHLOMO INTERIM LIBRARY ASSISTANT BEGINNING FEBRUARY 1, 2017 AND ENDING ON APRIL 30, 2017.

WARRANTS:

M (JLM) S (CE) P: APPROVE FOR PAYMENT WARRANT 6A (DECEMBER 20-31) OF \$17,631.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S(CE) P: APPROVE FOR PAYMENT WARRANT 7 (JANUARY 1-19) OF \$26,146.98. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURER'S REPORT:

M (JLM) S(CE) P: TO ACCEPT THE DECEMBER 31, 2016 TREASURER'S REPORT OF \$73,755.36 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$946,526.68 IN THE MONEY MARKET ACCOUNT AND \$18,735.48 IN THE DONATIONS ACCOUNT.

The profit and loss statement was accepted with no discussion.

MINUTES:

The minutes of the meeting held on December 19, 2016 were presented to the board and accepted without exception.

BUDGET FY1718: Gail Sacco prepared a regional survey of activities memorandum for the trustees. This memo included an outline of activities for the previous year for the Town of New Scotland, Village of Voorheesville, Voorheesville Central School District, and Albany County. She also distributed a Library Functional Organization chart and general descriptions of current positions (library based, not the formal Civil Service descriptions). Janna Shillinglaw and Bryan Richmond meet with Sacco to discuss these items. There are three capital items for the coming year: redoing the parking lot; replacing worn furnishings for the library; light posts for the parking area.

Gail asked the board to put together a committee to look at the building to decide which direction we should be going; expansion or new building. After some discussion, the trustees decided they want a finite number of focused, organized meetings on this topic. The participants are still to be decided.

M (JLM) S (JS) P: TO ADJOURN AT 9:05

Respectfully Submitted,

Gail Alter Sacco, Clerk