

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
25 September 2017

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

Others Attending: Friends of the Library Officers: Sherry Burgoon, Mollie Lampe, Karen Klevanosky & Patty Miller

Call to order 7:01 pm

The minutes of the meetings held on July 24, 2017 and July 31, 2017 were presented to the board and accepted without exception.

ADMINISTRATIVE REPORTS:

**DIRECTOR'S REPORT:** Gail Sacco shared a new welcome brochure designed to acquaint people with library services and point them towards the library's website. The brochure will be part of a district wide mailing in January but copies will be available at the library sooner. Trustees suggested a large print version and sending some to the school so students can bring them home. Also, the library plans to request an email list of our patrons from UHLS so that members can receive digital copy as well via our e-newsletter,

The librarians have begun a 12 hour training to be certified as Consumer Medical Librarians by the Medical Library Association. The training is part of a grant that Albany Medical College Schaffer Library received for public libraries. Grant funding included 4 iPads to support medical reference questions and includes at least one program at the library.

Friends of the Library Presentation- 7:19 p.m.

The annual Book Sale was a huge success and the FOL Board is very pleased. At the end of the sale they were able to donate a number of boxes to local area charities and schools. In addition, boxes were sent to Better World Books. This spring and summer Encore! Books made approximately \$3,000 in sales (not inclusive of the Annual Book Sale).

The FOL Board continued with a discussion of the shed progress. Molly Lampe spoke of the goal for two sheds that would also have a reading area. She is also concerned about the location of the piping, tanks and such in the back yard. We may need a design architect to render a drawing to make certain that the installation doesn't impede the septic system.

Lance Moore spoke about the area needed for the sheds and the distanced the buildings need from the septic system as well as the distance from the existing sheds in the back. It was also mentioned that we need a place for snow removal. Brian Richmond asked about moving the current book shed and Sherry Burgoon said that is part of the plan. Molly spoke of linking the two sheds with pavers. The question was raised --Can leach field and septic have pavers on top?

Karen K. spoke about needing a specific design and placement in order to move forward. Gail Sacco said she would call Jerry Parmenter of Elemental Designs about a schematic as well as Randy Davis regarding the septic system.

Directors Report- Second half- 7:55 p.m.

Gail Sacco spoke about the Guilderland property tax increase. The library's tax/\$1,000 will be as follows:

**for Library**

	2017-18	2016-17
New Scotland	\$ 1.24	\$ 1.28
Guilderland	\$ 1.61	\$ 1.45
Berne	\$ 1.904	\$ 2.01

Janna Shillinglaw requested the statistics for the summer hours for the next BOT meeting since we have completed full year in with increased Saturday hours.

Cliff Erickson asked if we knew why the clerks offered postions in the first round of interviews were not interested in working at the library when offered positions at VPL. Gail Sacco mentioned we didn't know except that various libraries had been waiting on the new clerk list and everyone hired at once..

Gail Sacco contacted the Siena Research Foundation regarding information about "how persons receive information". It seems Word of Mouth (WOM) is the best way.

**PERSONNEL:** Gail Sacco reported that Lisa Fesmire will be taking on the email newsletter duties with Debbie Sternklar as the team lead. We will be outsourcing the major areas of publicity such as the Calendar, flyers and website images.

**TREASURER'S REPORT:**

(M) CE (S) DG P: TO ACCEPT THE REVISED MAY 31, 2017 TREASURER'S REPORT AND AMEND MINUTES TO SHOW \$111,347.91 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$497,448.03 IN THE MONEY MARKET ACCOUNT AND \$19,422.56 IN THE DONATIONS ACCOUNT.

(M) CE (S) DG P: TO ACCEPT THE REVISED JUNE 30, 2017 TREASURER'S REPORT AND AMEND MINUTES TO SHOW \$24,658.94 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$497,632.02 IN THE MONEY MARKET ACCOUNT AND \$19,425.65 IN THE DONATIONS ACCOUNT.

(M) JS (S) CE P: TO ACCEPT THE JULY 31, 2017 TREASURER'S OF \$103,604.79 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$337,825.99 IN THE MONEY MARKET ACCOUNT AND \$19,429.30 IN THE DONATIONS ACCOUNT.

(M) CE (S) JS P: TO ACCEPT THE AUGUST 31, 2017 TREASURER'S OF \$12,998.42 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$338,012.49 IN THE MONEY MARKET ACCOUNT AND \$19,451.53 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 1A (JULY 25-31) OF \$12,829.27 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 \$21,263.71 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 3 (SEPTEMBER 1-25) OF \$29,789.35 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (CE) P: TO APPROVE PAYMENT FOR THE FOLLOWING PROGRAM: \$375 got Patsy Quimby, to lead A TRIP AROUND THE WORLD. This is a quilting workshop.

OLD BUSINESS: David Gibson will get information from the school district regarding email voting to share with the rest of the Trustees. Safety regarding to the power outages is proceeding. The breakers are being reviewed and properly labeled and the emergency call list relating is also being reviewed.

NEW BUSINESS:

ELECTION OF OFFICERS:

M (BR) S (CE) P: TO NOMINATE AND ELECT JANNA SHILLINGLAW AS PRESIDENT FOR THE YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.

M(DG) S(CE) P: TO NOMINATE AND ELECT BRYAN RICHMOND AS TREASURER AND VICE PRESIDENT FOR THE YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.

The Trustees suggested that we should have a safety drill at the library for staff. The Voorheesville Fire Department would most likely come and do one, possibly during a staff meeting. Lance Moore suggested that North East Energy conduct an energy audit for \$400.00 in the library during the winter.

(M) BR (S) JS to Executive Session for personnel and contractual issues,

The Board of Trustees went into executive session at 8:55 p.m.

(M) BR (S) JS to come out of Executive Session.

The Board of Trustees came out of executive session at 9:40 p.m. No motions were made.

(M)BR (S) CE P: Meeting Adjourned 9:43 p.m.

Respectfully Submitted,

Gail Alter Sacco, Clerk