

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
23 October 2017

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

Call to order 7:02 pm

The minutes of the meetings held on September 25, 2017 were presented to the board and accepted without exception.

ADMINISTRATIVE REPORTS:

**DIRECTOR'S REPORT:** Gail Sacco gave kudos to the Library PR team, especially Debbie Sternklar, who has all stepped up to help fill the void left by Lesa Clark's retirement. Debbie Sternklar has also taken on the leadership role for the Virtual Future City Competition. She is working with students from the district and has some parents as co-leaders. Sternklar's Tween Book Bunch has expanded from just a few tweens a year ago to almost 20 tweens attending regularly now.

Gail Brown has spearheaded military programming for November. She partnered with the boy/girl scouts to interview veterans from wars ranging from World War II to Aftganistan. Parts of the interviews will be made into slides that will be shown at the December 3 Honoring Veterans program, along with veterans who use story and song to share their experiences. The Library will also be collecting candy to be distributed to the Stratton VA and personal items for soldiers in the field throughout November.

Gail Sacco told the trustees that she is currently looking at statistics and would be looking at updating the current business model.

We have asked Dennis Carl (DC Bucket) to remove 2 trees located at the lower end of the Prospect Street property line. This should be done before the next board meeting. The issue was brought up by our neighbor, who had branches (from his trees) fall on his roof.

The Library had a yellow jacket issue, which necessitated calling in Meerkat twice to spray. The cold weather seems to have helped, but this will be watched closely in the spring.

Gail Sacco told the Trustees they can now print at the Library from their home computers.

The 3D printer is broken. This was discussed by the Trustees and David Gibson recommended a firm in Altamont, Makertront, which makes 3D printers, should this printer be beyond repair.

Gail Sacco shared that the IT people would like to swap out the current hard drives on the laptop computers with stainless steel hard drives. She said this would increase the speed. There was some discussion and the question was asked that perhaps it would be more cost efficient to have a purchasing schedule to replace laptops annually, as opposed to upgrading them. Gail said she would check on the cost of the upgrade and speed increase.

M (JS) S (CE) P: TO APPROVE PAYMENTS FOR THE FOLLOWING PROGRAM: Nov 16, Vegetarian Stir Fry, \$50; Dec. 3, Telling Your Story, \$300; Feb. 20, Cupcake Miniatures, \$100

Feb. 21, Miniature Houses, \$100; Feb. 20, Family Bk Disc, \$100; Feb. 21, Cinderella in the Wild West, \$350; Feb. 24, Family Literacy Storytime, \$50

The trustees and Gail discussed the attached Final Budget Transfers. There was much discussion and several questions were answered.

M(CE) S(JS) P: TO APPROVE THE JULY 2016 THROUGH JUNE 2017 FINAL BUDGET TRANSFERS AS PROPOSED.

Gail Sacco told the trustees that an employee has requested a leave of absence. She explained that she and Tracey would be meeting to go over the handbook and discuss this request.

Gail Sacco met with Ten Eyck Insurance to look at health insurance. She is looking at a cost increase of 9.5%, which she felt was within our current budget. Trustee Cliff Erickson has looked over the options. He suggested looking at an HSA. There was some discussion and trustee Janna felt health insurance would be better discussed at a separate workshop.

The trustees then discussed changing the focus of future board meetings, focusing more on specific topics. Trustee David Gibson explained the Directors Report and financial reports are well written and give an all-around general picture that rarely needs to be explained. Everyone seemed to agree with this assessment as discussion continued.

#### TREASURERS REPORT

Treasurer Bryan Richmond commented on the most current bill from Attorneys Whiteman, Osterman and Hanna. Richmond explained that, even though we are getting a discounted rate, the costs of a telephone call or email may be doubled or tripled because of internal consultation within the law firm. He cautioned everyone to be frugal when looking for legal advice.

(M) JS (S) CE P: TO ACCEPT THE SEPTEMBER 30, 2017 TREASURER'S REPORT OF \$70,647.18 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$218,158.88 IN THE MONEY MARKET ACCOUNT AND \$19,455.53 IN THE DONATIONS ACCOUNT.

#### WARRANTS:

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 3A (SEPTEMBER 26-30) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (CE) P: APPROVE FOR PAYMENT WARRANT 4 (OCTOBER 1-23) OF \$29,585.55 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Gail Sacco mentioned that she would be attending the Weatherfield Homeowners Association meeting on Tuesday, October 24. Several trustees were interested in attending and Sacco promised to let them know where the meeting was going to be held.

#### OLD BUSINESS

Email Voting: David Gibson said he had investigated how the Voorheesville Board of Education handles off location meeting attendance. He shared they do not allow voting by email or meetings by remote. They do not do any vote by written consent. If necessary, they call an emergency meeting. He finished by adding that even discussions on policy should not be done by email.

Power Outage: Assistant Director Tracey Pause followed up on the recent power outages the Library has been experiencing. Currently, the maintenance staff is labeling each breaker box and all switches and

creating a log. She then went to explain that the Library power back-up will last approx. 3 hours, and recommended that the library close if power had not been restored within 2 hours.

Summer Weekend Statistics: Tracey Pause handed out the attached report on the weekend summer hour statistics. The trustees discussed the report and felt the extended hours are successful, and further extended hours should be considered for Sundays.

#### NEW BUSINESS

Inventory Value: Gail Sacco shared the auditor would like to raise the equipment appraisal from \$350 to \$1,000. The trustees discussed this and decided they would like to table this request until the auditors are in attendance and able to answer specific questions.

Staff Development Day: Gail Sacco asked the trustees about either closing for the day or a late opening for December 11. This will be the staff appreciation holiday party, but Gail would like to add staff development hours, as well as armed intruder safety training. It was decided that if it is just the holiday party, then no extra time was needed. If it is the party and staff development, the Library could open late and if it was all three, then the Library could close for the day.

Access to Library Information: David Gibson asked about library trustee and financial data being available for the public online. He feels it would reinforce our goal of being as open to the public as possible. Gail Sacco suggested that he look at the Bethlehem Public Library site and see if that is what he would like to see for Voorheesville.

Data Collection: David Gibson asked about better ways to collect data. He said that the information the trustees are given is very generic, and could be parsed in better ways, such as number of people by age; card distribution by age; numbers of card holders who use the Library, etc. Gail Sacco told him it was possible to get this type of information and she get more information.

(M) BR (S) JS TO EXECUTIVE SESSION FOR PERSONNEL AND CONTRACTUAL ISSUES.

The Board of Trustees went into executive session at 8:45 p.m.

(M) BR (S) JS TO COME OUT OF EXECUTIVE SESSION.

The Board of Trustees came out of executive session at 9:45 p.m.

M (BR) S (CE) P: TO ADJOURN THE MEETING.

The meeting adjourned at 9:45. The next meeting will be on December 4, 2017 at 7 pm in the Library Community Room.

Respectfully Submitted,

Gail Alter Sacco, Clerk