

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
4 December 2017

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

Others Attending: Alan Walther and Stacy Cohen

Call to order 7:00 pm

Alan Walther, CPA representing the Bonadio Group presented the draft audit for FY 16-17. Alan walked the trustees through the draft audit, answering questions and explaining terms as requested. In summary, there were no material weaknesses, significant deficiencies or noncompliance material to financial statements identified. The equipment appraisal question from September was discussed and it was decided to leave the inventory value at \$350.00.

The minutes of the meeting held on October 23, 2017 were presented to the board and accepted without exception.

While reviewing the past minutes, David Gibson mentioned that he had done some research into data collection techniques. He shared that he had not finished with this research and would bring more information to the board at the next board meeting.

ADMINISTRATIVE REPORTS:

DIRECTOR'S REPORT: Gail Sacco discussed being a user centered library and the ways in which we can manage our technical service staff to better handle electronic collections. The trustees discussed this and asked many questions about electronic collection items, including periodicals.

Gail Sacco again discussed upgrading the hard drives, having spoken to the IT people to get more information. The new hard drives will be solid state USB-style sticks, with no spinning parts. This configuration significantly increases the speed of the computer. The trustees were satisfied with this upgrade explanation. The trustees also discussed replacing the 3D printer, purchasing it from local seller Makerfront. Makerfront only uses hardware that is readily available and parts can be purchased and replaced by our IT team. David Gibson and fellow trustees felt this was a good direction to go and approved of purchasing from Makerfront if possible.

Gail Sacco told the trustees that she had hired Jeanne Bianchine as a freelance graphic artist to fill the graphic artist position. Gail shared Jeanne's resume and work samples. Jeanne is a freelance employee so the library will not be paying her any benefits.

Gail Sacco spoke to the trustees concerning the librarians teaching at other locations for private groups, such as Serendipity Day Care Center and The Kids Club. The trustees had some concerns about this. David Gibson asked Sacco to compile a list of how often (frequency and number of

hours) this would occur annually. The trustees instructed Sacco to allow the librarians to do program for private businesses for short blocks of time, but not to approve anything bigger until this has been discussed and a policy has been decided upon by the trustees.

Gail again asked the trustees for feedback on suggestion to make VPL a more user focused library.

Janna Shillinglaw spoke about the Military Memories and Veterans Voices program that was held on December 3. Janna found the program very moving the students involved in interviewing the vets extremely respectful of the veterans. Janna also praised Gail Brown's efforts in planning and organizing this program.

Gail Sacco has started the budget process, looking for priorities from both staff and trustees.

Gail Sacco wrote a memo to the steering committee for the Village of Voorheesville Comprehensive Plan regarding the library's role in the community. Although the plan recognizes the library as a place it did not seem to include it as an active partner. The memo identified several Village activities in areas the library already supports.

The MBA program at UAlbany includes a year three practicum for its graduate students. The Bethlehem Public Library commissioned this group for a sustainability report, at a cost of \$1,000. The students evaluated the library's building and internal procedures and made recommendations which would result in a financial savings. Sacco thought this type of evaluation might be helpful to this library as well. The trustees spoke about possibly having this group do a report on transitioning from print to electronics and/or workflow/HR processes. Gail will get more information and possibly have someone from the group come in to speak with the trustees.

TREASURERS REPORT

(M) JS (S) JLM P: TO ACCEPT THE OCTOBER 31, 2017 TREASURER'S REPORT OF \$1,010,260.88 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$218,279.32 IN THE MONEY MARKET ACCOUNT AND \$19,559.68 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JLM) S (CE) P: APPROVE FOR PAYMENT WARRANT 4A (OCTOBER 24-31) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (CE) P: APPROVE FOR PAYMENT WARRANT 5 (NOVEMBER 1-30) OF \$110,718.62 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING

M (JLM) S (CE) P: APPROVE FOR PAYMENT WARRANT 6 (DECEMBER 1-4) OF \$18,972.60 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING

OLD BUSINESS:

David Gibson checked on different methods of publicizing BOT papers. He will continue to research this for next month.

Lance Moore found a company, North East Building Performance Advisors, who can do an energy audit for the Library. The fee is \$400. Lynn Kohler set up an appointment.

NEW BUSINESS:

Staff Handbook and Library Priorities: Lance Moore asked for some clarifications concerning the work rules and benefits as noted in the staff handbook. Lance asked about the 35 hour work week as well as health insurance costs. Cliff Ericson answered several questions on the health insurance. The trustees discussed several aspects of this issue and decided this needed to be looked at before the next budget is planned. Gail Sacco said she would have Stacy Cohen, the financial manager, gather information. Sacco shared the handbook is under review, including adding more detailed language on the dress code.

Gail Sacco shared several other priorities for library operations, including the strategic plan, looking at the current fine policy to possibly eliminate fines for children's books, increasing library outreach, and examining building maintenance costs.

Janna requested that everyone look over the comprehensive plan information that Gail had developed. Please email any suggestions to Gail by the end of the month.

Library Programs: Tracey shared some posters for the upcoming Winter Boutique. She shared info on what they will be selling and invited the trustees to attend at their convenience.

David Gibson asked about the harassment policy at the library. Gail and Tracey spoke about this for several minutes, which evolved into a discussion on opioid overdose treatment. Gail shared her concerns with this and Cliff Erickson gave the opinion that he would not hesitate to administer naloxone (treatment for opioid overdose) in an emergency. The Trustees were satisfied with the current harassment policy and no decision was made on having naloxone available for emergency use at the library.

M(JLM) S(DG) P: TO ADJOURN THE MEETING AT 9:15 PM.

Respectfully Submitted,

Gail Alter Sacco, Clerk