

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
23 April 2018

Attending: Janna Shillinglaw, President; Bryan Richmond, Vice-president/treasurer; Clifford Erickson, David Gibson, J. Lance Moore, Tracey Pause, Gail Sacco, clerk
Call to order 7:03 pm

The minutes of the meeting held on March 26, 2018 were presented to the Board and accepted without exception.

The minutes of the meeting held on April 9, 2018 were presented to the Board and accepted without exception.

Director's Report: Gail Sacco shared that the videos of the Library program Military Moments will be available on the NYS Museum archives. Gail will be nominating this program for 2018 Program of the Year.

The March Madness Facebook posts went well at the Library and the staff learned a great deal from the effort. There were some glitches with the Facebook feed. Staff will look into and work on improving this for next year. There was some discussion between the trustees and director concerning the distribution of paper versus digital information. David Gibson asked Gail Sacco to find out what Bethlehem's numbers are and bring those to the next board meeting.

In addition to nominating Military Moments as 2018 Program of the Year, Sacco is also planning to nominate Patty Miller as 2018 Volunteer of the Year. Gail Sacco expanded on this by speaking about the Friends great accomplishments this past year and the remarkable achievements as a result of the Encore! Books shed.

The new shed for ENCORE! Books has been ordered. Gail will be calling Jim Smith to let him know that he can begin his landscaping.

David Gibson asked about the internet use numbers in the Directors report. It was explained that Internet use by patrons is the count for the computer kiosks, computer use by patrons is the count for the computers in the children's area, and Wi-Fi unique log-ins are the count for "other" devices logging on to the Library Wi-Fi.

Gail Sacco spoke to the trustees about upcoming programming including some discussion about the summer reading programs. David Gibson was appreciative for the inclusion of the expected attendance numbers for programming.

Financial: M (DG) S (BR) P: TO APPROVE PAYMENT FOR THE FOLLOWING PROGRAMS:

BOTANICAL PLASTER, \$90; CERAMIC TILE PAINTING, \$128; ENGLISH HIGH TEA, \$100; POLYMER PRODUCTION WIGGLY WORMS, \$50; GROSS ART, \$120; LESLIE CONNOR AUTHOR DISC, \$250; BULLYING DISC & AUTHOR VISIT, \$50; SLIME TIME, \$150; MISS LISA'S USIKIDS, \$175; DIGITIZE YOUR MUSIC, \$100; AUTHOR LOIS MINER HUEY, \$200; UKELELE FOR BEGINNERS, \$75; CAMP SONGS & GAMES, \$75; MUSIC AND MOVEMENT, \$50; INSTRUMENT PETTING ZOO, \$200; WILDLIFE MUSIC, \$150; LET'S DRUM \$175; SONGWRITING FOR TEENS, \$200.

The Trustees expressed concern about exceeding the 2% tax cap. However, the figures in the budget are estimates because property assessments are not established until August and unexpected circumstances outside of the Board of Trustees' control may affect the taxes. Consequently, the Trustees resolved the following:

M(BR) S(JS) P: WHEREAS, THE ADOPTION OF THE 2018-19 BUDGET FOR THE VOORHEESVILLE PUBLIC LIBRARY MAY REQUIRE A TAX LEVY INCREASE THAT EXCEEDS THE TAX CAP IMPOSED BY STATE LAW AS OUTLINED IN GENERAL MUNICIPAL LAW SECTION 3-C ADOPTED IN 2011, AND

WHEREAS, GENERAL MUNICIPAL LAW SECTION 3-C EXPRESSLY PERMITS THE LIBRARY BOARD TO OVERRIDE THE TAX LEVY LIMIT BY A RESOLUTION APPROVED BY A VOTE OF SIXTY PERCENT OF QUALIFIED BOARD MEMBERS, NOW THERE BE IT

RESOLVED, THAT THE BOARD OF TRUSTEES OF THE VOORHEESVILLE PUBLIC LIBRARY VOTED AND APPROVED TO EXCEED THE TAX LEVY LIMIT FOR 2018-19 BY AT LEAST THE SIXTY PERCENT OF THE BOARD OF TRUSTEES AS REQUIRED BY STATE LAW ON 23 APRIL 2018.

Lance Moore spoke to his fellow trustees concerning the asphalt removal and replacement project bid 003-2018. Four bids were received at the Library, the costs of which ranged from \$86K to \$143K, which all exceeded the money budgeted for this project. The trustees discussed different options available to them and decided this will be discussed in more detail at May's meeting. Lance also shared that he had spoken with Randy Davis, from New Scotland Paving, and had approved him to do 2 test bore holes. The trustees discussed the large pot holes currently residing in the front lot and displayed interest in having those filled as well. The trustees approved of this expense as well as the bore holes, but did not make a motion, since the cost should be well within the Directors discretion. Lance asked that Lynn call Randy to set this up.

M (CE) S(BR) P: TO NOT ACCEPT ANY OF THE BIDS FOR PROJECT BID 003-2018 AND RE-BID THIS PROJECT AT A LATER DATE.

Lance also mentioned that while he was hosting contractors at the Bid 003-2018 open house, he noticed the drainage pit in the front parking lot had standing water in it. Lance asked that Lynn call Keith Tuzzolo to have him clean the pipe out.

WARRANTS: M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 9A (MARCH27-31) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 10 (APRIL 1-23) OF \$28,494.53 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING

TREASURERS REPORT: M (JS) S (JLM) P: TO ACCEPT THE MARCH 31, 2018 TREASURER'S REPORT OF \$73,553.06 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$757,030.93 IN THE MONEY MARKET ACCOUNT AND \$20,306.39 IN THE DONATIONS ACCOUNT.

The trustees discussed interest bearing versus non-interest bearing accounts. Gail Sacco will be gathering more information from TD Bank concerning this, per requests from the board.

As a consequence of the Trustees' interest in various financial projections, Gail Sacco proposed asking Sarita Winchell to sit with Stacy Cohen, Financial Manager, to review the library's practices. The Trustees approved this by consensus. Bryan Richmond told Gail that, as Board Treasurer, he would like to be kept apprised of what Sarita Winchell's assessment.

Gail Sacco reported that she was not happy with Paychex and is looking at other avenues for payroll. There was an issue with some of the retirement deductions, and w-2's had to be re-printed. Also, the retirement system is changing its online system. Stacy Cohen is keeping an eye on this.

The trustees discussed the healthcare options available to employees. No decisions were made,

M (CE) S (JLM) P: TO ADJOURN THE MEETING AT 9:10 PM.

Respectfully Submitted,

Gail Alter Sacco, Clerk