

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
14 May 2018

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

Absent: Clifford Erickson  
Call to order 7:03 pm

The minutes of the meeting held on April 23, 2018 were presented to the Board and accepted without exception.

The minutes of the special meeting held on May 7, 2018 were presented to the Board and accepted without exception.

Director's Report: Gail Sacco answered a question from David Gibson concerning the percentage growth of Overdrive Downloadable Books. Gail feels this was due to the increase in information/marketing on Overdrive plus an increase in available titles.

Gail Sacco noted the Library will be moving forward and purchasing the 3-D Lulzbot by the end of the budget year.

The trustees discussed the Mission Statement and Goals. Gail will be providing a couple of sections every month in an effort to move forward with the Strategic Plan. Gail will make suggested corrections and send to trustees for review. Janna would like to have the Strategic Plan done by summer.

Gail is working a list of Capital Projects for David Gibson to review.

Janna Shillinglaw is interested in creating a packet for incoming trustees. Bethlehem has a packet and she will get a copy to be used as a guideline while making one for VPL trustees.

The trustees discussed the implementation of the Business Casual Dress Code and The Power Outage Policy. Revisions will be made to the dress code and this policy will be brought back to the board in July.

M(DG) S(JLM) P: TO ACCEPT THE POWER OUTAGE POLICY AS PRESENTED. THIS POLICY WILL BE ADDED TO THE EMERGENCY PROCEDURES BINDER.

Gail Sacco spoke about the fee's relating to the Capital money.

Gail Sacco passed out an End of the Year Estimated Projection.

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

WARRANTS: The April 1-30, 2018 register was revised due to an error.

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 10 (APRIL 1-30) OF \$28,213.48 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 11 (MAY 1-14) OF \$16,742.78 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURERS REPORT: M (JS) S (DG) P: TO ACCEPT THE APRIL 30, 2018 TREASURER'S REPORT OF \$80,533.90 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$677,587.63 IN THE MONEY MARKET ACCOUNT AND \$20,319.86 IN THE DONATIONS ACCOUNT.

Lance Moore discussed the parking lot project. The test bore revealed there is no crusher or cloth/netting on the side lot. He also went into detail regarding what Jim Smith had suggested with the side walk and relating to the

sheds/parking lot area. The 17" deep test bore in the front lot revealed ground water, which rose significantly in minutes. This suggests the water is under pressure and would explain the issues we have had with pot holes in the front lot. Lance suggested that drainage pipe should be run underneath the crusher. Gail Sacco discussed the new bids that have gone out and are expected back by May 23, 2018.

Gail Sacco invited the trustees to come out to watch Pride at the 2<sup>nd</sup> Sunday Films, on June 10 at 2:00 p.m.

Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Gail Alter Sacco, Clerk