

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
25 June 2018

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

Absent:

Call to order 7:05 pm

The minutes of the meetings held on May 14, 2018 were presented to the Board and accepted without exception.

The minutes of the special meeting held on May 29, 2018 were presented to the Board and accepted without exception.

Director's Report: Gail Sacco told the trustees the Summer Reading Program Kick-Off has been moved to the Methodist Church, due to the parking lot work being planned for this coming week. The back area has been leveled off and the front shed has been emptied and is ready to be moved. Tom Enslin (Shed guy) is waiting to hear from Jim Smith at Red Maple, before constructing/installing the new shed and moving the front shed to the back of the building. Donated block for the retaining wall should be here this week.

The staff did recertification training for CPR and AED this past month. We are all good for another 2 years.

The Library received \$5,000 from Senator Amadore. The money can be used for anything.

The Director discussed a new report, requested by David Gibson, which was included in the June report. It highlighted Library print usage by age group. David was happy this had been included, but requested more detail re: population vs usage.

Gail Sacco and Tracey Pause spoke to the trustees about purchasing new supplies for the Library, such as yard games, solar powered charging stations and hotspots, etc.

The 3D printer has been ordered and should be delivered sometime this coming week.

Sarita Winchell has been working with bookkeeper Stacy Cohan. Sarita has been attempting to organize our financial system and recommends we switch to the same system the school district uses. The trustees questioned if Stacy is familiar with the preferred system, but agreed that if Sarita is willing to train Stacy, that would be helpful. The trustees had several specific questions on the program, which Gail will have answers to for the next board meeting.

We had 2 pages graduate this June: Liam Foley and Abby Reilly. Once a page graduates, they are no longer employed as a page, making room for new students to have that opportunity.

WARRANTS:

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 11A (May 15-31) OF \$22,573.04 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 12 (June 1-25) OF \$21,382.17 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURERS REPORT: M (JS) S (CE) P: TO ACCEPT THE May 31, 2018 TREASURER'S REPORT OF \$76,186.99 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$598,147.77 IN THE MONEY MARKET ACCOUNT AND \$20,337.07 IN THE DONATIONS ACCOUNT.

The May 31, 2018 Balance Sheet and July 2017 through May 2018 Profit & Loss Budget vs. Actual Sheet were accepted without exception.

Gail Sacco mentioned that UHLS was looking at deleting ALL youth late fines. This would be done in hopes of leveling the abilities of all persons, irrespective of their financial circumstances, to borrow books/pay fines. Bryan explained that fines are not financially important to a Library budget, but used as a deterrent, to be sure the item is returned in a timely fashion, so others may borrow it. The trustees discussed this, and possibly adding other “deterrents”, such as limiting the number of items able to be checked out at once or marking an item as lost after a period of time. Nothing was decided as this process has not yet been implemented. Gail will keep the Board updated.

Gail and Tracey mentioned the upcoming Makers Faire and asked the trustees if anyone had a special craft/skill they would like to share with the community. The invitation was left open.

Gail and Tracey explained the new dresscode, while not yet approved or implemented, was causing some discussion among staff members. The trustees will read the amended code and vote at the July 2nd meeting.

Gail Sacco met with Bryan and Janna to create a rough timeline for her retirement/replacement. Her planned last day would be October 26.

M(JLM) S(DG) P: AUTHORIZE GAIL SACCO TO ADVERTISE THE LIBRARY DIRECTORS POSITION.

Gail will send an advertisement for the job opening to UHLS. They, in turn, will pass it on to 4 other list serves. Gail will put together her benefits package and present it to the committee. The committee will be comprised of Bryan, Janna, and Gail Sacco. Sherry Burgoon will be invited to participate as well. If Sherry is unable to participate, the committee will discuss with the board if they want to invite someone else.

M(DG) S(BR) P: TO USE \$70,000.00 AS THE MINIMUM STARTING SALARY FOR THE DIRECTOR POSITION.

The next trustee meeting will be held at 7:00 pm on Monday, July 2, 2018. The agenda will include the dresscode, the strategic plan, and swearing in new trustee Alan Kowlowitz. The regular July meeting will be held on Monday, July 25, 2018. The trustees have decided to schedule a meeting in August, to discuss the director position. They did not feel that a directors report or financials need to be completed for the August meeting.

Janna asked the trustees to consider changing the board format from 5 to 7 members. The trustees discussed this.

M(BR) S(JS) : TO CHANGE THE FORMAT OF THE BOARD OF TRUSTEES FROM 5 TO 7 MEMBERS.

THIS MOTION WAS DEFEATED.

M(CE) S(JS) P: TO ADJOURN MEETING AT 9:15 PM.

Respectfully Submitted,

Gail Alter Sacco, Clerk

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