

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
23 July 2018

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

Excused: Alan Kowlowitz
Call to order 7:05 pm

Community member Sarah spoke about NY Public Library access and suggested the Voorheesville Library might want to advertise the availability of collection items through NYPL. The board agreed and thanked her for bringing this to their attention.

Nominations for Board Officers: Janna Shillinglaw nominated Bryan Richmond for President; Bryan Richmond nominated David Gibson for Vice President; J. Lance Moore nominated David Gibson for President; J. Lance Moore nominated Bryan Richmond for Vice President; David Gibson nominated Alan Kowlowitz for Vice President.

There was some discussion on what duties are involved in the Vice President role. Gail Sacco will research what other local libraries have determined to be the proper role for VP/Treasurer.

Annual Organizational Motions:

M(JS) S(BR) P: TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY

M(BR) S(JLM) P: TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY

M(DG) S(JLM) P: TO AUTHORIZE THE TREASURER OR THE DIRECTOR TO APPROVE WEEKLY WARRANTS EACH MONTH TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.

M(JLM) S(JS) P: TO AUTHORIZE THE FINANCIAL MANAGER TO ESTABLISH A PETTY CASH FUND OF \$310

M(JLM) S(JS) P: TO APPOINT THE FOLLOWING PEOPLE AS CHECK SIGNERS: BRYAN RICHMOND, VICE-PRESIDENT/TREASURER, GAIL ALTER SACCO, DIRECTOR AND TRACEY PAUSE, ASSISTANT DIRECTOR.

M(BR S(JLM) P: TO APPOINT THE BONADIO GROUP AS LIBRARY AUDITORS

M(JS) S(DG) P: TO APPOINT TEN EYCK INSURANCE AS THE LIBRARY INSURANCE PROVIDER

M(JLM) S(DG) P: TO APPOINT THE VICE-PRESIDENT AS THE ALTERNATE COMPLIANCE OFFICER IN THE CASE THAT THE COMPLIANCE OFFICER IS UNAVAILABLE OR THE SUBJECT OF THE REPORT.

M(JS) S(JLM) P: BOARD MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH, WITH SPECIAL MEETINGS CALLED AS NEEDED.

The board reviewed the Purchasing Policy.

M(BR) S(DG) P: TO ACCEPT THE VOORHEESVILLE PUBLIC LIBRARY PURCHASING POLICY WITHOUT REVISION. A COPY OF THIS POLICY WILL BE FILED WITH THE MINUTES.

The trustees needed to accept donations from the Friends of the Library:

M(JS) S(BR) P: TO INCREASE THE SPECIAL PROGRAMS LINE BY \$4,500 FOR A DONATION TO FUND THE SUMMER READING PROGRAM.

M(DG) S(JS) P: TO INCREASE THE SPECIAL PROGRAMS LINE BY \$1,000 FOR A DONATION FOR THE VIDEOGRAPHER FOR THE VETERANS' MEMORIES PROGRAM.

M(BR) S(JS) P: TO INCREASE THE BOOK BUDGET BY \$2,250 FOR A DONATION FROM THE FRIENDS OF THE LIBRARY TOWARD THE ADULT AND YOUTH BOOK DISCUSSION GROUP.

The minutes of the meetings held on June 25, 2018 were presented to the Board and accepted without exception.

The minutes of the special meeting held on July 2, 2018 were presented to the Board and accepted without exception.

Director's Report: Gail Sacco spoke about The Library of Things. David Gibson expressed his desire to have some parameters for the types of items we would be circulating. David requested these guidelines be included on the agenda for the August meeting.

Tracey Pause spoke about the "36ers" program at UHLS. This is a promotional plan, wherein a patron would visit each library in UHLS, including the branches, to receive a small prize at designated prize checkpoints (ie bookmark, pin, etc.) The V'ville Library has been designated as a prize Library. Tracey explained that a train theme has been chosen and the librarians will be working on bringing this theme together for visitors.

Gail Sacco and the Librarians are looking for ways to increase programs and outreach. Core responsibilities are being taught to circulation clerks, enabling the Librarians to do more program planning. Some of the changes will be: the fax machine will become self-service; the copier and reference desk will switch locations. The trustees listened and had no objections.

Parking Lot Update: David Gibson asked about the drainage line. Gail explained that Red Maple found the drainage pipes they had installed were not properly draining the run-off from the building. They needed to do more excavation and re-do the drainage, at additional cost to the Library.

Gail Sacco updated the trustees on the plans made for her retirement. The staff will be gathering at the Italian American Club on Monday, October 15. Tracey is attempting to hire a substitute for the evening to allow all employees to attend. The trustees agreed that is Tracey is unable to get someone to cover the desk, we would be able to close the Library for the evening. The community party will be held at the New Scotland Town Park on September 30. It will be pot luck, with a bouncy house for kids and a band. David Gibson requested that Lynn email this information (dates,times) to the trustees.

The Board agreed that, due to Gail's retirement and the subsequent employee search, they feel an August meeting is required. It was decided that Monday, August 27 at 7:00 pm would work for everyone. Lynn will email this information to Alan Kowlowitz.

WARRANTS:

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 12A (June 26-30) OF \$15,501.35 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 1 (July 1-23) OF \$15,699.58 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURERS REPORT: M (JS) S (JLM) P: TO ACCEPT THE June 30, 2018 TREASURER'S REPORT OF \$75,002.49 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$518,635.01 IN THE MONEY MARKET ACCOUNT AND \$20,353.79 IN THE DONATIONS ACCOUNT.

The July 2017 through June 2018 Profit & Loss Budget vs. Actual Sheet were accepted without exception.

Gail Sacco spoke about healthcare costs, having received updated information from Ten Eyck. She said insurance costs would increase by \$8 per person/per pay period. It was discussed and Gail will be distributing information (chart w/latest information and total annual cost) to all of Board members, with a discussion planned for the spring.

Gail Sacco had distributed a hand out to the trustees concerning the ecommerce feature in Sierra. The trustees read and discussed the issue, focusing on the issue of paying fees to collect fines. They tabled this discussion, but will need to decide at the August meeting. There were several question concerning how much do we lose out on in un-collected fines, etc. Gail will email this information to the trustees.

Gail Sacco discussed the 2019 NYS Construction Grant application. The new deadline is August 1. She reviewed the various projects that she wanted to include in the application, and the board agreed that they could all be included. The projects are: front road sign (\$19,880); solar panels (148,270); LED lights (6,852); lamp post (700) and building/property (180,000)

M(JS) S(BR) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS AN EMPLOYMENT RECORD.

M(JS) S(BR) P: TO LEAVE EXECUTIVE SESSION

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

Respectfully Submitted,

Gail Alter Sacco, Clerk