

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
27 August 2018

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

Excused:

Call to order 7:06 pm

No comments from attending public.

The minutes of the meetings held on July 23, 2018 were presented to the Board and accepted with the following correction. "J. Lance Moore nominated Bryan Richmond as Vice President."

Gail Sacco spoke about a payroll issue that has been resolved. Trustees discussed this issue and Bryan offered to speak with Gail Sacco and Stacy Cohen, the Financial Manager, to tighten financial process checks and balances.

TREASURERS REPORT: M (JS) S (DG) P: TO ACCEPT THE JULY 31, 2018 TREASURER'S REPORT OF \$96,054.91 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$419,059.06 IN THE MONEY MARKET ACCOUNT AND \$20,371.08 IN THE DONATIONS ACCOUNT.

Gail Sacco had nothing to note with the profit & loss statement. Alan Kowlowitz questioned the types of reports/language used and wondered if we were constrained by the financial software. David Gibson asked Gail about the visit from Sarita Winchell and asked that her recommendations be provided at the September meeting.

WARRANTS:

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 1A (JULY 24-31) OF \$22,412.53 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (JLM) P: APPROVE FOR PAYMENT WARRANT 2 (AUGUST 1-27) OF \$32,634.05 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Alan Kowlowitz asked that a comments column be added to the warrants to explain the expenditures. David suggested holding off on this to allow for further discussion at the September meeting.

Janna Shillinglaw reported that FOL President Sherry Burgoon requested trustees attend the grand re-opening and ribbon cutting of ENCORE! Books at 6:00 pm on Friday, September 14th.

Gail Sacco reported on the latest developments with the parking lot project. J. Lance Moore reported that he will be monitoring the project while the Library is closed. Gail reported that the Library will be waiving fines while we are closed for construction, as well as the following 2 days.

Gail Sacco spoke about the candidate search for the Directors III position. The trustees discussed the pattern interview style the committee is using. David Gibson requested a copy of this criteria be emailed to the remaining trustees. The next meeting of the search committee will be Tuesday, September 4. The committee hopes to move into the interview stage by mid-September. Once they have narrowed the field to 3-4 or more candidates, the full board will conduct a second round of interviews. David Gibson suggested the trustees needed to decide "what we are looking for." Alan Kowlowitz reported that he had received documents from UHLS to aid in the search. He then suggested using UHLS to facilitate the search/interview process. David Gibson suggested that before such a request, the documents from UHLS should be forwarded to the rest of the board to review, before the September meeting.

Gail Sacco reported that the Directors Association is going to recommend accepting the e-commerce feature. Bryan Richmond was opposed to paying additional fees, however, when implemented the feature will be system-wide. The trustees agreed that the convenience to the patron outweighed the costs. Gail Sacco suggested, should this be enacted, we end our current credit card service and install a kiosk (cubical with dedicated computer) in one of the computer areas so the feature becomes self-service.

Alan Kowlowitz did some research into the duties of a Treasurer. He cited some opinions from the state comptroller that he had received from UHLS. The citations seemed to say a person cannot be both a treasurer and a board member. Kowlowitz went on to explain that a trustee can be appointed as chief financial officer, to oversee the treasurer. He then read the duties that would be attributed to a treasurer and/or a chief financial officer. The Trustees discussed these duties and feel perhaps the only issue may be with the "titles" used to describe our financial officers. It was decided that Gail Sacco would ask attorney Jim Reilly for an opinion. Alan will forward his documents to Sacco for this purpose.

New Business: Alan Kowlowitz would prefer to use his library email for trustee contact. He suggested that others may want to do this as well, in case of a FOIL request.

M (BR) S (JS) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS A CONTRACTUAL ARRANGEMENT RELATING TO PROPERTY

The board went into executive session at 8:25 pm.

M (BR) S (JS) P: TO COME OUT OF EXECUTIVE SESSION

The Board came out of executive session at 8:45 pm.

Health Insurance: The Trustees discussed the health insurance costs for 2019. No conclusions were reached.

Election of Officers: David Gibson was elected President of the Voorheesville Public Library Board of Trustees for a term ending on June 30, 2019.

Alan Kowlowitz withdrew his nomination for Vice-President of the Voorheesville Public Library Board of Trustees.

Bryan Richmond was elected Vice President/Treasurer of the Voorheesville Public Library Board of Trustees for a term ending on June 30, 2019.

Meeting Dates for 2019: Alan Kowlowitz asked about the scheduled meeting dates for 2019. At their July meeting, the Trustees voted to have meetings on the fourth Monday of the month. Kowlowitz pointed out that this is not reflected in the library's by-laws. Lance Moore indicated that he may have difficulty attending meetings on the 4th Monday of the month. The Trustees asked for a projected schedule for both the 3rd Monday and 4th Monday dates for the September meeting.

M (LM) S (JS) TO ADJOURN THE MEETING.

The meeting adjourned at 9:25 pm.

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

Respectfully Submitted,

Gail Alter Sacco, Clerk