

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
24 September 2018

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

Others Attending: Sherry Burgoon, President of the Friends of the Library and Sarah Brunt

Call to order 6:35 pm

Sherry Burgoon thanked the Trustees for their support of *ENCORE! Books* during its transition to new quarters. She reported that the annual book sale had brought approximately \$3,200 to the Friends. They now have a moratorium on donations and re working on weeding books and marketing their vintage books. In the spring, they intend to set up specific times to accept donations.

The Trustees discussed the meeting dates through June 2019. They decided to keep them on the 4th Monday of the month at 7 pm. As part of the discussion, Alan Kowlowitz said he would review the by-laws and suggest revisions for the Board's consideration. It was suggested that Alan begin his review with the section pertaining to the board treasurer position. David Gibson also asked that the agendas be sent out the Wednesday prior to the meeting to incorporate any trustee items. Gibson asked trustees to reach out to the President, Vice-President, or Director if there were any additional agenda items.

The minutes of the special meeting held on August 27, 2018 were presented to the Board and accepted without exception.

Warrants:

M (AK) S (DG) P: APPROVE FOR PAYMENT WARRANT 1A (July24-31) OF \$22,412.53 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (AK) S (DG) P: APPROVE FOR PAYMENT WARRANT 2 (August 1-31) OF \$32,634.05 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (AK) S (DG) P: APPROVE FOR PAYMENT WARRANT 3 (September 1-24) OF \$126,064.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

TREASURERS REPORT: M (AK) S (DG) P: TO ACCEPT THE August 31, 2018 TREASURER'S REPORT OF \$1852.53 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$339,394.01 IN THE MONEY MARKET ACCOUNT AND \$20,388.38 IN THE DONATIONS ACCOUNT.

Parking Lot Update: The driveway is finished and the work has been approved by Lance Moore, Trustee.

M (LM) S (BR) P: TO APPROVE PAYMENT OF \$96,175.00 TO CANADAY SWEEPERS FOR THEIR DRIVEWAY REPLACEMENT WORK. PAYMENT WILL BE MADE AFTER OUR FIRST REVENUE CHECK FOR LOCAL TAX FUNDS (10%) IS RECEIVED FROM THE VOORHEESVILLE CENTRAL SCHOOL DISTRICT.

M (BR) S (JS) P: TO APPROVE THE FOLLOWING PROGRAMS:

Program	Presenter/check	Cost
Maker Dad: DIY Frankenstein Game	Tor Loney	\$150
Family Yoga	Tricia Kandefer	\$30
Springboard Experience: STEAM	Leiana Hawkins	\$90
Decoupage Ornaments & Cards	Lydia Lynch	\$180
Springboard Experience: STEAM	Leiana Hawkins	\$90
Saving Slater	Destroyer Escort Historical Museum	\$75
Preserving the Bounty	Cornell Cooperative	\$75
Wildlife & Pet Friendly Garden Solutions	Peter Bowden	\$150
Michelangelo's Paint Place	Elisa Fasulo	\$300

Director's Report:

Gail Sacco reported that she had submitted an award application to New York State for the Veterans Memories programs and at the state's recommendation was working on one offered by the federal Institute for Museum and Library Services.

Alan Kowlowitz requested that circulation for the Library Of Things and use of digital services, such as Mango and Consumer Reports, be added to the monthly statistical report.

Changes to smoking at the Public Library. The following legislation has been passed in the legislature and is waiting for Governor's signature.

Section 1. Section 1399-o of the public health law is amended by adding a new subdivision 6 to read as follows:

6. SMOKING SHALL NOT BE PERMITTED AND NO PERSON SHALL SMOKE WITHIN ONE HUNDRED FEET OF THE ENTRANCES, EXITS OR OUTDOOR AREAS OF ANY PUBLIC OR ASSOCIATION LIBRARY AS DEFINED IN SUBDIVISION TWO OF SECTION TWO HUNDRED FIFTY-THREE OF THE EDUCATION LAW; PROVIDED, HOWEVER, THAT THE PROVISIONS OF THIS SUBDIVISION SHALL NOT APPLY TO SMOKING IN A RESIDENCE, OR WITHIN THE REALPROPERTY BOUNDARY LINES OF SUCH RESIDENTIAL REAL PROPERTY.

Health Insurance: The Trustees discussed the library's health insurance offerings for employees. EACH WILL BE REVIEWED ON AN ANNUAL BASIS.

M (DG) S (BR) P: The Board moves TO:

CHANGE THE EMPLOYEES PREMIUM AMOUNT FOR THE HEALTH INSURANCE POLICY WHICH BEGINS ON DECEMBER 1, 2018 FROM NO EMPLOYEE PREMIUM CONTRIBUTION TO THE FOLLOWING:

EMPLOYEES WITH ANNUAL SALARIES OF \$40,000 OR ABOVE WILL HAVE A PRE-TAX PREMIUM CONTRIBUTION OF 5% OF THE POLICY COST FOR THAT EMPLOYEE. EMPLOYEES WITH ANNUAL SALARIES BELOW \$40,000 WILL HAVE A PREMIUM CONTRIBUTION OF 3% OF THE POLICY COST FOR THAT EMPLOYEE. THESE PAYMENTS WILL BE ON A PRE-TAX BASIS AND PAYMENTS WILL BE MADE FROM THE EMPLOYEE'S BI-WEEKLY PAY CHECKS

THE BOARD ALSO MOVES TO ESTABLISH AND FUND A FLEXIBLE SPENDING ACCOUNT (FSA) OF \$1,000 ANNUALLY FOR HEALTH PURPOSES TO ALL EMPLOYEES WHO ARE ELIGIBLE TO OBTAIN THEIR HEALTH INSURANCE VIA THE LIBRARY'S POLICY. THE FUNDS IN THIS ACCOUNT CAN BE USED FOR 2.5 MONTHS AFTER THE PLANNED ANNIVERSARY DATE BEFORE THEY REVERT TO THE LIBRARY.

THE BOARD FURTHER MOVES TO OFFER A \$1200 ANNUAL INSURANCE BUY BACK (\$100/MONTH) TO EMPLOYEES WHO CHOSE TO TAKE INSURANCE OTHER THAN THAT OFFERED BY THE VOORHEESVILLE PUBLIC LIBRARY. EMPLOYEES RECEIVING THIS OPTION MUST PROVIDE DOCUMENTATION THAT THEY HAVE MEDICAL INSURANCE.

Future Business: David Gibson asked Gail Sacco to send out information relating to the financial recommendations made by Sarita Winchell and the information regarding the treasurer's function.

The October meeting will include an agenda item for the role of treasurer in a school district public library. The November meeting will include an agenda item regarding Winchell's recommendations. Both Sarita Winchell and Stacy Cohen should be invited to attend the November meeting.

DIRECTOR SEARCH: Janna Shillinglaw summarized the Search Committee's process to date. Committee members are recommending 3 candidates for second interviews.

M (JS) S (BR) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PARTICULAR INDIVIDUAL AND CONTRACTUAL OBLIGATIONS.

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

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

The Board came out of executive session at 9:50 pm.

M (DG) S (BR) P: TO ACCEPT THE NEW YORK STATE CONSTRUCTION AWARD OF \$143,826.

M (DG) S (LM) P: TO ACCEPT THE RESIGNATION OF GAIL ALTER SACCO, LIBRARY DIRECTOR, EFFECTIVE OCTOBER 26, 2018.

M (BR) S (JLM) P: TO ADJOURN MEETING AT 9:55 PM.

Respectfully Submitted,

Gail Alter Sacco, Clerk