

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
22 October 2018

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

Others Attending: Alan Walther, CPA, Stacy Cohen, Sara Brunt

Excused: J. Lance Moore

Call to order 7:05 pm

Alan Walther, CPA representing the Bonadio Group presented the draft audit for FY 17-18. Alan walked the trustees through the draft audit, answering questions and explaining terms as requested. In summary, there were no material weaknesses, significant deficiencies or noncompliance material to financial statements identified. The Library received a very favorable summary.

David Gibson requested that bookkeeper Stacy Cohan send copies of all financial narratives to all board members for review.

The minutes of the meetings held on September 24, 2018 were presented to the Board and accepted with the following corrections. "Alan Kowlowitz said he would review the by-laws and suggest revisions for the Boards consideration. **It was suggested that he start with the section pertaining to the treasurer.**" and "Alan Kowlowitz requested that circulation for the Library of Things, **as well as the use of digital services**, Mango and Consumer Reports be added to the monthly statistical report."

TREASURERS REPORT: M (AK) S (JS) P: TO ACCEPT THE SEPTEMBER 30, 2018 TREASURER'S REPORT OF \$(17,504.03) IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$259,651.05 IN THE MONEY MARKET ACCOUNT AND \$20,205.14 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JS) S (AK) P: APPROVE FOR PAYMENT WARRANT 3A (SEPTEMBER 25-30) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (AK) P: APPROVE FOR PAYMENT WARRANT 4 (OCTOBER 1-22) OF \$34,465.18 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

The profit & loss statement was discussed. Gail Sacco will check past minutes to see if a decision had been made on which account the \$96,175.00 for the driveway should be transferred from.

M (BR) S(AK) P: TO REMOVE GAIL SACCO FROM ALL TD BANK ACCOUNTS AS OF OCTOBER 27, 2018 AND TO ADD SARAH CLARK TO ALL TD BANK ACCOUNTS AS OF NOVEMBER 1, 2018.

DIRECTOR'S REPORT:

Librarian Andrew Ward is working in conjunction the robotics teacher at the High School. Debbie Sternklar is once again leading the Voorheesville Public Library Future Cities team.

Kevin Lamica has been hired as the new maintenance worker. Gail Sacco informed the trustees that Kevin and Homer will be working flexible days/hours as needed to maintain the Library.

Gail Sacco reported the staff will be having mandatory training on how to determine if/when to report suspected child abuse at the November 19 staff meeting.

M (DG) S(BR) P: TO ALLOW ALL STAFF TO ATTEND THIS MANDATORY MEETING, WE WILL CHANGE THE LIBRARY OPENING TIME TO 10:30AM ON MONDAY, NOVEMBER 19.

The trustees discussed the quarterly statistics on borrower distribution. David Gibson reported that library staff are looking at this further.

Alan Kowlowitz commented that he would like to see more public awareness of the digital resources that available to residents. He suggested a catalog of library digital resources. This was discussed, but no decisions were made.

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

Date	Payee	Program	Cost	Audience	No. Expected
11/6/2018	Heroes All Around Us	Destroyer Escort Historical Museum	75	Adults	25
11/10/2018	Holiday Paper Wreath	Lydia Lynch	200 max	Adults	20
11/18/2018	Eat Healthier for the Holidays	Nara Atlas	250	Adults	30
2/2/2019	The Magic Trunk with Sylvia Fletcher, Ventrilogist	The Magic Trunk,	375	All	75
4/24/2019	Sheep Shearing and Wool Spinning	Lindsay Sprague	150	Family	40
4/25/2019	Your Family Song	Rebecca Maxwell	170	Family	30
4/27/2019	Family Literacy Prog: Coral Reefs	WMHT	50	Family	45

David Gibson requested that headings be added to the future programs table.

David Gibson asked for more information on home delivery statistics/referrals. Gail Sacco explained this was being worked on.

David Gibson asked about CDLC, since Tracey will be serving on the collection development committee for this organization. Gail explained this was a non-profit that is a step above UHLS, in that it supports all types of libraries (academic, public, k-12 school, medical, etc.) in ten counties in NYS.

Alan Kowowitz reported his findings on what is/is not acceptable concerning the treasurer position. The trustees discussed the information. No decisions were reached. Alan will distribute pertinent information to all trustees.

M (DG) S (BR) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PARTICULAR PERSON.

The Board went into Executive Session at 9:05pm.

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

The Board came out of executive session at 9:10pm.

M (BR) S(JS)P: TO CONTRACT WITH GAIL SACCO AS A CONSULTANT, ON AN AS NEEDED BASIS.

M(BR) S(JS) P: TO SURPLUS THE LAPTOP #220 AND THEN GIVE IT TO GAIL SACCO FOR HER USE.

M (BR) S (AL) P: TO ADJOURN THE MEETING AT 9:20 pm.

Respectfully Submitted,

Gail Alter Sacco, Clerk