

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
3 December 2018

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

Others Attending: Tracey Pause, Stacy Cohen

Excused:

Call to order 7:00 pm

The minutes of the meeting held on October 22, 2018 were accepted as presented.

David Gibson welcomed the new Library Director, Sarah Clark. Sarah told the trustees that her immediate focus will be to increase outreach and in so doing, increase Library patronage. Sarah handed out several examples of statistics that show VPL service population vs. resident borrowers. She compared these to other local libraries to show that most other localities are dealing with similar ratios. Sarah also shared some statistical information on digital vs. physical circulation, and checkouts by age and checkouts by material intended use age. She then explained some options the library has when ordering Overdrive materials. The Board discussed different ways of increasing patronage and decided that in the coming months they could focus on one or two ideas at a time. David Gibson requested a graph, broken down by numbers in age and average number of residents per household.

Assistant Director Tracey Pause presented the Friends of the Library (FOL) 2nd Annual Winter Boutique information to the Board. The FOL has extended the item donation period to a full week. This significantly increased our donations. The FOL raised \$2017.50 between the boutique, quilt raffle and bake sale. The leftover items were donated to various other non-profit groups.

David requested that an FOL current projects paragraph be added to the Directors Report.

Bookkeeper Stacy Cohen reported that 3 people were participating in the new health insurance buy-back program. Four people have enrolled in the FSA account, for a total of \$1,850.00 for employee contributions.

Sarah Clark met with VCSD Superintendent Brian Hunt to discuss Library/District cooperation. Brian offered the use of the PAC, should the Library need it. Sarah told the trustees that she would like to inquire about the use of the FACS room for use in the upcoming Talk & Taste programs. Sarah has scheduled a meeting with the Music Dept. Chair to look into future collaborations.

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

<b>Date</b>	<b>Program</b>	<b>Cost</b>	<b>No. Expected</b>
<b>1/15/2019</b>	Needle Felting for Beginners	\$100	6
<b>2/21/2019</b>	Fluid Art Project for Teens	\$100	10
<b>2/19/2019</b>	Pete The Pirate Family Comedy Show	\$325	50 families
<b>2/21/2019</b>	Fluid Art Painting for Adults	\$100	10
<b>2/24/2019</b>	Saving Slater	\$75	25

TREASURERS REPORT: M (JS) S (JLM) P: TO ACCEPT THE OCTOBER 31, 2018 TREASURER'S REPORT OF \$213,339.77 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$1,089,983.78 IN THE MONEY MARKET ACCOUNT AND \$20,322.54 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 4A (OCTOBER 23-31) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 5 (NOVEMBER 1-30) OF \$133,703.88 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 6 (DECEMBER 1-3) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

The Trustees again discussed the need to have an independent treasurer, apart from the bookkeeper and apart from the Board itself. David pointed out that another layer of oversight is never a bad thing. It was decided that Bryan, Alan and Sarah will work together to better define

the duties of an independent treasurer, and report back to the board with their findings and recommendations.

Alan will send the UHLS plan of service, divided into the various functions, to the Board, as well as Sarah and Tracey.

David will send a copy of Saritas notes to everyone.

The finalized audit report was distributed to the trustees.

M(BR) S(JLM) P: TO ACCEPT THE FINAL AUDIT REPORT FOR 2017.

Sarah distributed an Unusual Incident Form, which Sarah developed for use after an issue which resulted in the Sheriff being called. This form will be used for any incident that does not involve an accident. Sarah informed the board that there would be staff training provided on the proper way to fill out the form. Bryan suggested, and the board agreed, that the most senior person on duty at the time of the incident should complete and sign it. Bryan also suggested a signature line on the face of the form, rather than the rear-side.

Sarah reported to the Board that she is hoping to have a staff development training session some time in September. She is currently looking at having EAP provide this training. The trustees were supportive in this. As the time approaches, she will have more information for the Boards approval.

The Board requested and received the 2019 BOT Meeting Schedule. Various dates were discussed and several changes were made.

M(JLM) S(BR) P: TO ACCEPT THE 2019 BOT MEETING SCHEDULE AS AMENDED.

David suggested that it would be helpful to move the "Next BOT Meeting Reminder" on the agenda to an earlier position, such as between 10. Return to Regular Session and 11.  
Adjournment.

Sarah would like to upgrade the Quickbooks software to the 2019 version. This was discussed and the trustees approved this request.

Alan requested an agenda item be added for digital services. He would also like to have a listing of digital services available to patrons. The board discussed this, and agreed that a listing of the electronic resources which the Library purchases would be very helpful. The trustees would also like a list of the Library of Things. David requested that 1 of these (electronic resources or lib of things) be included on the next agenda, for further marketing discussion.

Lynn asked the Board if they were still interested in having meetings recorded. This was discussed and J. Lance will look into how other libraries/gov. Groups handle this.

Public attendee Sarah suggested that, with the UHLS Library Expedition winding down, we should think about ways to canvass card holders on their opinions about other libraries: pros and cons. This was discussed and Sarah and Tracey will look into.

M (DG) S (BR) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE PROPOSED ACQUISITION OF REAL PROPERTY.

The Board went into Executive Session at 9:15pm.

M (BR) S (JS) P: TO COME OUT OF EXECUTIVE SESSION.  
The Board came out of executive session at 9:36 pm.

M (DG) S (JLM) P: TO ADJOURN THE MEETING AT 9:37 pm.

Respectfully Submitted,

Sarah Clark, Clerk