

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
28 January 2019

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 7:02 pm

The minutes of the meeting held on December 3, 2018 were accepted as presented.

ADMINISTRATIVE REPORT:

Director Sarah Clark pointed out the three talking points she has included on the agenda. She will be doing this every month, as a way of focusing board attention on things they may be asked about by, or may want to discuss with, the public.

Sarah spoke about the hot water issue the Library experienced in December. After a water main break, the hot water in the building became erratic, at times slowing to a trickle. The issue returned after being serviced by plumbers. It was determined the hot water heater needed to be replaced. This was accomplished by Long Oil, who gave the Library the lowest price quote. It was suggested by the plumbers that the Library install a water softener. Trustee Lance Moore will look into softener options, and report back to the board.

Sarah handed out a current list of the Library of Things. Alan suggested the Library needs a policy, to help direct the development of this collection. David asked that Sarah look at other libraries' policies and bring a draft to the February meeting. Janna would also like this draft to include how the items will be disposed of after they are no longer needed.

David discussed the monthly circulation by category report. He noted the circulation percentages are basically flat for the year. He would like to see a report for a 5 or 10 year trend.

Sarah reported that, as part of her outreach agenda, she will be hosting an open lab and mini labs at the High School music center in April. She also reported that she and Tracey set-up a hosting table at Hannaford, in conjunction with the Voorheesville Hannaford Pharmacy, promoting the joint SALS, UHLS, and MVLS "Library Moon Walk". Hannaford purchased 60 pedometers for Sarah and Tracey to give away as free promotions. They will be repeating this table hosting, at various times, throughout the coming months.

Sarah reported that the Altamont ARC patrons who frequent the Library have requested a 3D program. Andrew is currently working on fulfilling this request as part of our outreach agenda.

Sarah reported that YS employee Amy Dubrey has taken a full time position at UHLS. Clerk Lisa Fesmire will be taking over Amys' YS duties, starting in March. Tracey, Michele, and Sarah are currently looking at the current clerk list to hire a part time clerk. They have interviewed several qualified people and will be offering the position this week. They will encourage the others to sign up as substitutes for the time being.

TREASURERS REPORT:

Stacey commented that the report that she generates should not have full account numbers included in them. Everyone agreed that this is not a good practice. David suggested she only include the last four numbers of each account, to identify them in the report.

M (JS) S (JLM) P: TO ACCEPT THE NOVEMBER 30, 2018 TREASURER'S REPORT OF \$28,085.66 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$1,090,879.66 IN THE MONEY MARKET ACCOUNT AND \$20,339.15 IN THE DONATIONS ACCOUNT.

M (JS) S (JLM) P: TO ACCEPT THE DECEMBER 31, 2018 TREASURER'S REPORT OF \$116,383.11 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$901,696.85 IN THE MONEY MARKET ACCOUNT AND \$20,356.42 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 6A (DECEMBER 4-31) OF \$40,365.56 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 7 (JANUARY 1-28) OF \$42,096.72 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (JS) P: APPROVE FOR PAYMENT WARRANT 7 (JANUARY 1-28) OF \$73.66 FROM DONATION FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FRIENDS OF THE LIBRARY:

Tracey reported that the FOL Annual Meeting will be held at the Library on March 26, at 7:00 p.m. The Friends asked Tracey about having an appointed BOT liaison again. The trustees discussed this, but no decision was made. Tracey reported that the Friends are sponsoring an Irish Folk Music concert on March 20.

Tracey reported the FOL are working on the Encore! Books schedule. Currently, the opening is scheduled for May, and will include the shed being open every Tuesday. They would like to schedule another half day, if they can find staffing. Tracey asked the trustees to keep an eye out for places that may need used book donations.

Alan discussed the Financial Oversight Policy, and Organization and By-Laws drafts. The trustees discussed these documents and several changes were made. Alan requested that Lynn make the changes and send the updated drafts out to the board. Since the Organization and By-Laws require thirty days written or electronic notice, David requested that Lynn send the corrected drafts to the trustees as soon as possible.

STAFF DEVELOPMENT DAY

Sarah requested a full day on September 13 for staff development. The staff need mandated sexual harassment training, and Sarah would like to incorporate an additional afternoon session as well. She has not decided what type of training she will schedule, but is leaning towards implicit bias. David approved the full day, with no objections by fellow trustees. He did counsel Sarah that, in the future, she should not expect a full day for staff development. He suggested she offer online development programs, so employees could train on their own, without disrupting the Library schedule.

David, Bryan, and Sarah held a meeting to discuss UHLAN management. David explained that, while it is not fiscally responsible for Voorheesville to break away from UHLAN management, he wanted UHLAN to understand we are looking carefully at this. It was decided we would need to extend the UHLAN agreement one year.

M(DG) S(BR) P: TO EXTEND THE UHLAN AGREEMENT FOR ONE YEAR.

Sarah reported to the trustees that she is not satisfied with the current state of Library policies and procedures. Many of the current policies are over 20 years old, and have not been reviewed during that time. Many are outdated, and still more are missing or have never been done. Sarah would like to standardize both the policies/procedures, as well as their location on the website and in the Library. The board suggested that Sarah bring a few (2-3) to the BOT meeting each month for approval. David has offered to assist her with this. Alan suggested three years is a reasonable evaluation schedule, to keep the policies current.

Sarah and Tracey are currently working on the 2019-20 budget. Neither feels overwhelmed and are both enjoying the learning experience. David offered assistance from any of the trustees, should it be needed. Both Sarah and Tracey felt they have it under control and are pleased with the progress.

Stacy and Sarita are working hard. Sarita is volunteering her time to assist Stacy with learning how to create and use Quick Books sub-categories. This training should assist Stacy in preparing more in depth reports for the board, as requested. David requested the sub-categories list be sent out for approval to the trustees, before being populated with entries.

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

The Board went into Executive Session at 9:45pm. to discuss the proposed acquisition and sale of real property.

M (BR) S (JS) P: TO COME OUT OF EXECUTIVE SESSION.
The Board came out of executive session at 9:55 P.M.

M (JLM) S (JS) P: TO ADJOURN THE MEETING AT 9:56 P.M.

Respectfully Submitted,

Sarah Clark, Clerk