

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
4 March 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, Michele Reilly

Excused:

Call to order 7:04 pm

The minutes of the meeting held on January 28, 2019 were accepted as presented.

ADMINISTRATIVE REPORT:

Director Sarah Clark Sarah discussed Pat Fahey open house, wi-fi on the rail trail. Alan brought up that the trail going through various areas that have libraries associated with the area that maybe since the libraries are part of a consortium and this could be an area for discussion with other libraries.

Bryan asked about the need for wi-fi and the relevance. Sarah explained the wi-fi would be located in the pavilion area and people could use it to download an audio book, pod cast. Advocacy day was a great success. NYLA helps figure out the numbers/amounts used to ask the legislatures for the year. Tracey mentioned that attendance was over 800 librarians and staff for advocacy day.

The staff appreciate dinner sponsored by the FOL was very nice and we had a great time. Stacy is looking at software @ Bethlehem Public Library last week and will continue with a meeting at Guilderland Public Library.

Sarah spoke about her Leadership Tech Valley (LTV) program and how they have chosen an assignment and are making baby boxes, small boxes for a baby to sleep in and it will be filled with need necessities for the baby. The group that mostly will receive these boxes are teens. Sarah was asked about what LTV was and she gave a brief description of the program. She is an advocate about libraries and how she is also meeting with other leaders in the community. Alan didn't feel that it was needed to discuss at a library BOT meeting. David explained it was part of her experience and it was a value. Janna would like a write up in the Director's report. Bryan was very curious about the project they were doing with creating the baby boxes. Sarah spoke about in the paperwork in front of them there was a half sheet of paper and asked them to fill out the sheet and list priorities for future meetings related to statistics.

Sarah asked if the BOT would like statistics monthly or quarterly. David mentioned if there was a specific push or exceptional good or bad section then they should be reported if not then quarterly was fine.

Statistics related to databases was discussed and what is used regularly. Alan brought up marketing the various databases we have more regularly. BOT asked to look at Lynda.com and try it. Sarah mentioned that Andrew is taking a look at other databases that are similar to Lynda.

Janna asked if there was an app for the phone. Sarah spoke about UHLS has an app and there are other companies that create library apps that could be looked in to. BOT mentioned that this could be a longer term thought for the future.

Automation Advisory Committee (AAC) discussion was about My Card and Michele discussed with Sarah. Useful for outreach for VPL, please refer to director's report for a more thorough outline of what the card is and its purpose. There were multiple questions and concerns related to the card. Michele and Sarah answered. Sarah mentioned specific thoughts about more VPL giving out of card. Ours would be more at school when Debbie goes to outreach. Also, friends coming with friends to use cards and if only one friend has a card this way we can give a My Card. We could brand the card or advertise a full use card for VPL. Bryan spoke about sign off related to parents. VPL could limit the standards of the cards. David mentioned some restrictions up to age 15 years go ahead and recommend the program. We don't have a standard age to be in our library by themselves. David also asked it is can 3 items instead of 5, exceptions can be made. Sarah spoke about fine free and more research regarding it being more of a hindrance.

M(DG) S(AK) P: MOTION TO ACCEPT MYCARD BASED ON SUGGESTED PARAMETERS, WITH 3 ITEMS OF JUNIOR FICTION AND YOUNG ADULT ITEMS.

Michele spoke about Library of Things. She went over most popular circulated items which were the ukulele, scrabble and dog bone cake pan. Circulation has been good since September when a good portion of the items went out on the circulation floor. We have had 62 items circulate. How many items do we have in the collection? 38 items. It was asked if materials are evaluated as well, yes the same as our books and other materials. We have not had any real issues with things coming back broken or with problems. Michele spoke about how Millennials, minimalism and persons not wanting items in their homes and library of things are well known in libraries. David and Alan asked Do we or started to document what is appropriate to have or no have in our collection? Michele responded and has gathered various areas that she found would go out. We do have a limitation of what we can have due to a space issue. Bryn and David suggested that writing down our thought process of library of things, what goes out and doesn't go out and limit and expand dependent on circulation. Responsive and evolving. Alan is concerned it is an ambient program without direction and decision and would like a policy about the library of things; use, care, thought of ownership (space) cost of ownership and commitment of statistics. Michele would like this in our broader policy of what our general collection is since it needs to be worked on. It hasn't been updated in sometime. David would like a procedure/guideline first before a policy. A timeline this should be done by is May or June. Think about the process with goal to move policy. Access to shared resources, what is evolving. Storage of large items for our future. Sarah spoke about Amy D. leaving and her position having been filled by two ¼ time persons. We intervened and hired 2 people and they started to working and being trained. Lisa Fesmire has been reclassified as a Library Assistant in the youth services department.

TREASURERS REPORT:

M (JLM) S (AK) P: TO ACCEPT THE JANUARY 31, 2019 TREASURER'S REPORT OF \$33,312.04 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$902,462.67 IN THE MONEY MARKET ACCOUNT AND \$20,541.09 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JLM) S (AK) P: APPROVE FOR PAYMENT WARRANT 7A (JANUARY 29-31) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JLM) S (AK) P: APPROVE FOR PAYMENT WARRANT 8 (FEBRUARY 1-28) OF \$28,758.59 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Tracey gave an FOL update spoke about donations and possibility of extra days this spring and summer for the book shed being open.

Bylaws go over with David and spoke and read corrections that were made from previous meeting and Lynn sent out the update with corrections.

M(JS) S(BR) P: TO ADOPT THE BYLAWS AS PRESENTED AND ATTACHED.

Discussion of the Treasurer position. Publicize position, come up with parameters, professional standards. Sarah will be sending information about the position that Bethelham used when seeking a treasurer.

BOT financial oversight Policy. David going over from last time with changes from previous meeting. All in favor. BOT please go over the proposed budget from Sarah and Tracey and have questions ready for Saturday's budget meeting. Presented a rough draft of the budget with two different versions. It was asked to also include the current budget before the meeting on Saturday. Sarah will send out.

Sarah spoke about Solar related to the NYS construction grant. There is also a NYSERDA grant. David asked about comparisons with getting solar now or later, he would like more information.

Sarah was notified by Tim from UHLS that we have received more money for the construction grant. We plan on updating our bathrooms to family one stall style as well as fully ADA compatible. Also, the improved lighting and sign and paving we can get money back on with the NYS construction grant.

New Business-

Flexible spending account Bryan mentioned has to be signed. David will read through and sign and give back to Stacy.

Committee formation-

David is suggesting committees for moving meetings more thoroughly. No more than two BOT members per committee and will last one year.

Finance- David, Bryan, Sarah and Stacy

Personnel- David, Janna, Sarah

Facilities- Lance

Policy- Janna, Alan and Michele

Sexual Harassment Policy – Policy Committee will work on. Sarah did mention this was directly taken from NYS. Alan would like to shorten the policy.

Executive Session- Out of executive session- David; second Lance.

The Board went into Executive Session at 9:45pm.

M (DG) S (JLM) P: TO COME OUT OF EXECUTIVE SESSION.

The Board came out of executive session at 9:55 pm.

M (DG) S (JLM) P: TO ADJOURN THE MEETING AT 9:56 p.m.

Respectfully Submitted,

Sarah Clark, Clerk