

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
25 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, Mary Fellows, Gail Brown

Excused:

Call to order 7:05 pm

The minutes of the meeting held on March 4, 2019 were accepted as presented.

ADMINISTRATIVE REPORT:

Director Sarah Clark pointed out the three talking points she has included on the agenda. The AARP volunteer tax assistance; The upcoming CDLC tour of VPL's archives; VPL early literacy program, 1,000 books before kindergarten.

David asked about the earlier Ancestry program, and was told this had filled and that, because of the interest, Andrew would be doing another in the coming months.

Mary Fellows, from UHLS, gave a presentation on the importance of Early Literacy programming. VPL Youth Services Dept. Chair Gail Brown also attended, to offer insight into VPL's programs, as well as answer questions. Mary said she often uses Voorheesville as an example for other libraries to strive toward. She pointed out the importance of doing outreach with other daycare/babysitting programs. This not only introduces young children to the library, but often encourages the parents to attend programming as well. The trustees asked Gail Brown to think about youth services future needs, and to come back with 1 or 2 doable projects.

There were no personnel issues to discuss.

TREASURERS REPORT:

M (JS) S (DG) P: TO ACCEPT THE FEBRUARY 28, 2019 TREASURER'S REPORT OF \$60,078.95 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$803,097.44 IN THE MONEY MARKET ACCOUNT AND \$20,501.88 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 9 (MARCH 1-25) OF \$21,931.21 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FRIENDS OF THE LIBRARY:

Tracey invited the trustees to attend the Friends of the Library Annual Meeting, Tuesday, March 26 @ 7:00pm.

COMMITTEE REPORTS:

Alan reported that he had been checking other library Sexual Harassment policies. He feels there are several examples the committee should look at, and will share those with fellow committee members.

David requested that each committee make a commitment to have a short conversation each month, to discuss what each member is working on. He asked about a meeting app that might be used for this. Tracey will check with Andrew and get back to David with suggestions. David also requested that each committee submit a written report to Lynn/Sarah at least one week in advance of each monthly board meeting. Lynn will be sure to get the monthly packets w/reports out to the board by the Wednesday before the next meeting.

OLD BUSINESS:

Sarah attended the Directors Association meeting and presented the board decisions concerning MyCard. The other members liked the 3 item limit, and decided to pattern the overall agreement to include this. All other changes that were decided on at the last BOT meeting will be implemented within our library only.

The NYS construction grant was discussed. A picture of a front road sign was included, for trustees to have a better idea of what Sarah would like to have. It was suggested that Jerry Parmenter be consulted for the stone work, since he is a local contractor.

David and Sarah attended a UHLS presentation on library trustee meeting structure. David requested that, 1) The monthly packets should be read ahead of the meeting. Any questions should be sent to Lynn/Sarah, to be answered by email, to the entire board, by the Friday before the meeting. 2) Give items on the agenda a time limit. If discussion goes beyond that scheduled time, then the board can decide to: continue discussing; designate a committee to further pursue; or table until next month. David feels this will help to keep the board focused and on time. The trustees discussed these ideas and will try them for the April meeting.

The trustees also discussed the current agenda format, and ways to organize it for more focused discussions. Sarah will shift items 3 & 4 (Review of Minutes & Administrative Reports) with items 6 & 7 (New Business & Opportunity for public comment).

BUDGET UPDATE:

Sarah went over several changes to the proposed budget, none of which made a significant difference to the bottom line. The trustees discussed the changes. David and Bryan requested that Sarah send them the excel spreadsheet.

The budget brochure mailing is being worked on by the PR dept. The trustees want to see the brochure before it is finalized. Sarah will send out an electronic version once the draft has been completed. This can not be done until after April 15, when the proposed budget will be voted on by the trustees.

FUTURE AGENDA ITEMS:

David would like a procedures report on the Library of Things by the May/June meeting.

M(BR) S(AK) P: TO ADJOURN THE MEETING AT 8:45 PM.

Respectfully Submitted,

Sarah Clark, Clerk