

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
15 April 2019

Attending: David Gibson, President; Alan Kowlowitz, Janna Shillinglaw, J. Lance Moore, and Sarah Clark, clerk.

Others Attending: Tracey Pause

Excused: Bryan Richmond

Call to order 7:05 pm

The minutes of the meeting held on March 25, 2019 were accepted as presented.

NEW BUSINESS:

The Board reviewed and discussed the budget motions to increase the book and special programs budget lines for 2018-19 budget.

M(JS) S(AK) P: TO INCREASE THE BOOK BUDGET BY \$2,250 FOR A DONATION FROM THE FRIENDS OF THE LIBRARY TOWARD THE ADULT AND YOUTH BOOK DISCUSSION CLUBS.

M(JS) S(AK) P: TO INCREASE THE SPECIAL PROGRAMS BUDGET BY \$4,950 FOR A DONATION FROM THE FRIENDS OF THE LIBRARY TOWARD THE 03/20/19 CONCERT WITH TIM O'SHEA (4450) AND SUMMER READING PROGRAM (\$4,500).

The Board discussed the 2019-20 budget as submitted by the Director. Some minor changes were suggested on page design and word placement.

M (JS) S (JLM) P: TO ADOPT A BUDGET OF \$1,266,639 FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020.

ADMINISTRATIVE REPORT:

The Board reviewed and discussed the March statistics presented in the April 2019 directors report. Director Sarah Clark answered questions and supplied details as needed.

PERSONNEL REPORT:

Sarah shared that Jen Murtha, our Principal Library Clerk, had given her verbal notice and would be providing written notice shortly. Sarah and Tracey discussed general ideas on perhaps reshaping the position duties, to both save money and promote from within. David Gibson reminded Sarah that the trustees were available to advise her, should she desire them to do so. He also offered the availability of the Board, with proper public notice, should a motion to approve be needed before a regularly scheduled meeting.

Sarah reported that she has not, to date, received word on the Director III exam. She promised to inform them, once she has been notified.

TREASURERS REPORT:

M (JS) S (DG) P: TO ACCEPT THE MARCH 31, 2019 TREASURER'S REPORT OF \$95,706.20 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$703,749.39 IN THE MONEY MARKET ACCOUNT AND \$20,481.31 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 9A (MARCH 26-31) OF \$0.00 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (DG) P: APPROVE FOR PAYMENT WARRANT 10 (APRIL 1-15) OF \$11,532.03 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING

FRIENDS OF THE LIBRARY:

Assistant Director Tracey Pause gave her report on the Friends annual meeting. Sharon Siegel was the only new officer named. The remainder of the officers remained, and they are still looking for additional members to fill other positions. The trustees reminded Tracey that they had offered to donate up to \$200 to the Friends, for a plaque/remembrance to commemorate the tenure of Gail Alter Sacco.

ENCORE! books will be open on Tuesdays, starting May 7. They will be adding an additional day during June. Lance requested, and the board agreed, that, for safety reasons, the lower parking lot be closed during the book sale.

David spoke to the board about his desire to encourage more public interest in attending the monthly Board meetings. This was discussed and several ideas were offered, including holding a bbq and/or meet & greet prior to a meeting.

COMMITTEE REPORTS:

POLICY: Alan reported that he had been working on the Sexual Harassment Policy. He requested clarification on who was the designated lead on this committee. David named Alan as the lead on the Policy Committee, and Lance as lead on the Facilities committee.

FACILITIES: Lance reported that he had met with his committee several times, discussing the wind break repair, as well as getting information on replacing the Library windows with better insulated emergency windows. The wind break repair was done by Amazin Glass, and came in on budget as quoted. Lance also pointed out the (2) emergency signs installed in the community room, and the new fire extinguisher.

FINANCE: Did not meet

PERSONNEL: Did not meet

M(DG) S(AK) P: MOTION TO MOVE INTO EXECUTIVE SESSION AT 7:58 PM.

M(JS) S(JLM) P: MOTION TO COME OUT OF EXECUTIVE SESSION AT 8:05 PM.

M(DG) S(JS) P: MOTION TO ADJOURN 8:10 PM.

Respectfully Submitted,
Sarah Clark, Clerk