

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
13 May 2019

Attending: David Gibson, President; Bryan Richmond, Treasurer/VP, Alan Kowlowitz, Janna Shillinglaw, J. Lance Moore, and Sarah Clark, clerk.

Others Attending: Tracey Pause

Excused:

Call to order 7:10 pm

The minutes of the meeting held on April 15, 2019 were accepted as presented.

NEW BUSINESS:

The Board reviewed and discussed the budget motion to increase the 2018-19 insurance budget line.  
M(JS) S(JLM) P: TO INCREASE THE CURRENT BUDGET TO REFLECT \$1,750 REVENUE FOR THE RECEIPT OF PAYMENT FROM UTICA NATIONAL INSURANCE GROUP FOR CLAIM #0010175377 FOR REPLACEMENT OF THE WINDBREAK STRUCTURE.

Director Sarah Clark passed around a copy of the 2019-20 budget message that was mailed to residents this past week. She also informed the board that she had sent letters to Assemblyperson Pat Fahey and Senator Amedore asking for bullet aid funds.

Sarah discussed screen free week and the goal of including more items in the Library of Things to promote outdoor activities, such as: snow shoes, binoculars, story walk, etc.

Sarah spoke about the progress of the Capital Projects. Vendors have been visiting the Library weekly to give estimates on various projects. Sarah told the board she is planning to attend the upcoming UHLS Construction Grant training.

Sarah also discussed the successful Pete Seeger Program, and her intention of holding more music programs in the future. She reminded the board of the upcoming Voorheesville Family Bicycling Day, and how the Library is part of this community program. Sarah praised the Family Book Discussion and Potluck that she had attended in April.

Sarah passed around circulation reports, one graph and one bar, that she had created. The reports gave statistics on the last 10 years and the last 2 years, respectively. The board approved of the format, as well as the time factors. Sarah will work on more comparable statistical reports for the trustees in future months.

Sarah reminded the trustees about the UHLS Trustee Dinner on June 12. She will email them all this week to get their dinner choices, if attending.

The Trustees discussed the current budget vs actual expenses. We had large building maintenance expenses this year, which Sarah will continue to monitor.

TREASURERS REPORT:

M (JLM) S (JS) P: TO ACCEPT THE APRIL 30, 2019 TREASURER'S REPORT OF \$22,576.76 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$704,327.81 IN THE MONEY MARKET ACCOUNT AND \$20,498.14 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (DG) S (AK) P: APPROVE FOR PAYMENT WARRANT 10A (APRIL 16-30) OF \$19,656.50 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (DG) S (AK) P: APPROVE FOR PAYMENT WARRANT 11 (MAY 1-13) OF \$10,314.58 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

#### FRIENDS OF THE LIBRARY:

ENCORE!books opened on Tuesday, May 7. They did \$176 of business. They are accepting donation only during store hours. They will be opening on Thursdays as well, in June. The Friends worked at the Firehouse collecting book donations on Green Day. They were able to keep about 30% of the donations and passed the rest on to other non-profit organizations.

#### COMMITTEE REPORTS:

FINANCE: The Budget Message needed to be reprinted, due to the poor quality of the original print job. It was originally done through Jim Gardner in Altamont, who subcontracted it to another printer. It took several weeks, and the results were not acceptable. It was decided to use MailWorks printing to do the 2nd printing, as they were able to get it done in a more timely fashion. We will not be charged for the original printing.

PERSONNEL: Will be discussed in executive session.

FACILITIES: Vendors are looking at projects and giving estimates.

POLICY: Alan and Sarah are working on the sexual harassment policy, mandated by New York State. They will be using the Ossining Library policy as their model.

They are also working on the Library Smoking Policy, as the law in New York State has changed. Sarah would like to include vaping in the smoking policy. Sarah and Alan will discuss further, and report back to the Board.

Sarah has put together a list of policies that ALA has recommended all Libraries have. Bryan recommended not giving these to staff piecemeal, but holding them, after Board approval, and dispensing as a packet. Alan and Sarah will consider this as they move forward.

M(JLM) S(JS) P: MOTION TO MOVE INTO EXECUTIVE SESSION AT 8:00 PM.

The Board went into Executive session for the purpose of addressing matters concerning the employment of a particular person.

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

David discusses future agenda items from the Directors Report

Alan discusses policy inventory and that there is a document pertaining to what the library has done and needs to be done. The committee is meeting Saturday, May 18<sup>th</sup> at 9:30 and will create a priority list.

Alan asked if we had a strategic plan. David mentioned that we don't have one and asked Sarah to see if she could find out what we had already. Sarah can also discuss with Janna since she was President at the time.

Discussion was asked about By-Laws as related to the Board for July and when a motion can be made to address the Trustee candidates for positions on the Board, as in adopting a slate for the Board. There are two candidates up for one position. Candidates are Lance Moore and Belinda Heckler.

David mentioned that the Library of Things document will be coming out in September, since Michele is on leave at the moment.

Sarah will ask Lynn to send out the By-Laws to the Board.

Motion adjourned 1<sup>st</sup> Lance and 2<sup>nd</sup> Alan at 8:21 p.m.

M(JLM) S(JS) P: MOTION TO ADJOURN 8:21 PM.

Respectfully Submitted,  
Sarah Clark, Clerk