

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
22 July 2019

Attending: David Gibson, President; Bryan Richmond, Treasurer/VP, Alan Kowlowitz, Janna Shillinglaw, Belinda Heckler (by phone) and Sarah Clark, clerk.

Others Attending: Tracey Pause

Excused:

Call to order 7:05 pm

Bryan Richmond told the trustees that Belinda Heckler had been sworn in at the beginning of July.

The minutes of the meeting held on June 24, 2019 were accepted as presented.

No public comments.

**OLD BUSINESS:**

**Strategic Plan:** David told the trustees that he would contact Tim at UHLS, to set up a Strategic Plan workshop/presentation, in August for interested trustees. There is no obligation, and there is no additional cost to the Library. The trustees agreed this would be worthwhile.

**Public Dissemination:** Sarah Clark explained that she has been working on overhauling the Library website, with a goal of having it completed by early 2020. She does not feel that Andrew leaving will extend that, since the applicants she has been interviewing seem to be well versed in wordpress.

There was some discussion about how we can better inform the public about board happenings. David asked Sarah to speak with Tim about Board Docs.

Sarah informed the Trustees the Library had purchased a bbq grill. She reminded the board they had expressed interest in having a meet & greet, and suggested barbequing before the September board meeting, with the community invited. The trustees liked this idea. They suggested that we ask the FOL refreshment committee to assist. Sarah and Tracey will handle the details, with the meet & greet set to start at 6:00 pm, September 23.

**NEW BUSINESS:**

Alan shared that he had, through his participation in other community organizations, received letters asking for support for 2 different grant applications. He shared this information to see if the Library Board of Trustees would also like to send letters of support. David asked if this would fall within our Mission Statement. The first request was from the Town of New Scotland, asking for a letter supporting their grant request to help fund the creation of Hilton Park, located on Hilton Road. This would incorporate the Hilton Barn for use with the Rail Trail. The other request was from the Mohawk Land Conservancy (MLC), who would like a letter of support for a grant request to help purchase the Bender Farm on Route 85A. Neither of these requests were to the Library. The trustees discussed these situations.

**M(DG) S(AK) P: TO WRITE A LETTER IN SUPPORT OF THE TOWN OF NEW SCOTLAND GRANT APPLICATION TO HELP FUND THE HILTON PARK, DRAWING ATTENTION TO FUTURE COMMUNITY ACTIVITIES THAT WOULD SUPPORT THE LIBRARY MISSION STATEMENT.**

David asked Sarah to write the letter for the Board Presidents' signature. The MLC grant application will be discussed more at a later time.

Janna shared that the Voorheesville Community and School Foundation (VCSF) is starting a promotion, "The Big Idea Competition". The VCSF is looking for more applicants to award grants to. As President of

VCSF, Janna would like for her fellow Library Trustees, as active community members, to share this promotion with the groups they are active in. The competition will open September 3 and close at the end of the month. She would also ask the Library to do a small display advertising this competition. The trustees discussed this. David suggested that perhaps the Library could also do an entrepreneurial program, to help people just getting started in a small business.

**ADMINISTRATIVE REPORTS:**

Sarah reported the music programming is coming along smoothly. She already has someone signed up for the silent movie score competition.

The Bike Fix-It is being given to the Rail Trail. It gets almost no use here at the Library. The Rail Trail people will put up a plaque saying it was given by the Library. The trustees discussed this, and will make a motion at the September meeting. Sarah will write a letter to the Rail Trail, asking them to accept this gift. They can take the Bike Fix-It now, before the September meeting.

Personnel: Interviews for the Librarian I position are ongoing.

**TRESURERS REPORT:**

M (DG) S (JS) P: TO ACCEPT THE JUNE 30, 2019 TREASURER'S REPORT OF \$47,010.00 IN THE CHECKING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$525,297.12 IN THE MONEY MARKET ACCOUNT AND \$20,350.99 IN THE DONATIONS ACCOUNT.

**WARRANTS:**

M (DG) S (JS) P: APPROVE FOR PAYMENT WARRANT 12A (JUNE 25-30) OF \$16,761.43 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Friends of the Library: Tracey reported the Friends have given an additional \$1,000 for programming, to be split amongst several book discussion groups. The groups have been drawing more patrons than expected.

Tracey reported that she asked about the garden creation/commemoration at the last Friends meeting, but they decided to table the discussion until September.

FINANCE COMMITTEE: Treasurer candidate interviews are scheduled for August 7.

PERSONNEL COMMITTEE: The committee met for the first time, and discussed their role. They also discussed filling personnel positions at the Library.

FACILITIES COMMITTEE: Elemental Landscapes has been contacted for the road sign. They will begin this project at the end of August. Lynn has contacted multiple companies to get quotes for the parking lot lighting. There has been some difficulty getting quotes, as none of the companies ever get back to us once they have toured the sight. Lynn reported the bid packet for the bathroom renovations has been finished, and sent out to multiple contractors. A public notice was placed in the Altamont Enterprise. The deadline for this bid is August 28. The board discussed the solar power project. No decisions were made.

POLICY COMMITTEE: Did not meet

**ANNUAL ORGANIZATIONAL MOTIONS:**

M(DG) S(BR) P: TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY

M(DG) S(JS) P: TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY

M(DG) S(BR) P: TO AUTHORIZE THE FINANCIAL OFFICER OR THE DIRECTOR TO APPROVE BI-WEEKLY WARRANTS TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.

M(DG) S(BR) P: TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF \$310

M(DG) S(JS) P: BOARD MEETINGS WILL GENERALLY BE HELD ON THE 4<sup>TH</sup> MONDAY OF THE MONTH, WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.

David asked that a 6 month schedule be done for the September meeting, checking for conflicts by holidays, BOE, Village, and Town meeting dates.

David asked Sarah to prepare a list of major vendor contracts, listing start and end dates, plus historical information.

**NOMINATIONS:**

Alan Kowlowitz nominated David Gibson as President.

David Gibson nominated Bryan Richmond as President.

Bryan Richmond nominated David Gibson as Vice-President

Janna Shillinlaw nominated Alan Kowlowitz as Vice-President

There was discussion on the Financial Officer position. No one was nominated for this post.

The trustees discussed having personal binders available at the Library, containing current by-laws, organizational motions, financial policies and procedures.

M(DG) S(BR) P: TO ADJOURN 8:50 PM.

Respectfully Submitted,  
Sarah Clark, Clerk