

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
23 September 2019

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

Others Attending: Tracey Pause, Adam Trump

Excused:

Call to order 7:05 pm

The September Board of Trustee meeting followed a one hour meet and greet, hosted by the Trustees. The Friends of the Library provided refreshments.

**PUBLIC COMMENT:** Sarah Brunt asked about the UHLS party for the 36er's at the Crossings in Colonie. Sarah Clark replied that it went well, and was well attended. Director Clark said she got some good feedback on our Library from attendees, and that UHLS would probably do another similar program. Sarah Brunt suggested that, if they do another program, the Library might consider doing a digital survey immediately following, to get more current feedback.

**REVIEW OF MINUTES:** The minutes were accepted with the following exceptions: The draft July meeting minutes did not note the verbal approval of the Board to allow the Finance committee to hire the Board Treasurer at their discretion. This should be added to the July minutes.

Bryan Richmond noted that he had nominated David Gibson as Financial Officer. The July minutes should be amended.

M(GD) S(BR) P:

**OLD BUSINESS:**

**Strategic Plan:** David reported that he had spoken with Tim at UHLS about having their team come to the Library to speak about strategic planning. The program would take about 90 minutes. They would continue to assist the trustees throughout the process. David suggested the plan might be in place by June 2020. The trustees agreed this would be beneficial. 7pm on October 21<sup>st</sup> was agreed upon. David will contact Tim to set this up.

**Bike Fix It:** The bike fix has been moved to the Rail Trail area. Sarah has received a letter from the Mayor of Voorheesville, thanking the Library for the donation. A small plaque memorializing the donation will be attached in the future.

**M(DG) S(AK) P: TO APPROVE THE TRANSFER OF OWNERSHIP OF THE BIKE FIX IT STATION FROM THE VOORHEESVILLE PUBLIC LIBRARY TO THE VILLAGE OF VOORHEESVILLE.**

**Architect:** The Architect that was scheduled to address the Board this evening needed to reschedule due to health issues. He will be invited to attend the next meeting, October 28, to address the Board.

**NEW BUSINESS:**

**Bathroom Renovations:** Lynn told the Board about the bid process, and explained that we had received only one bid, from Bennett Contracting, for \$41,465.00. The trustees discussed this and felt that since it was within the budgeted amount, they would accept this bid.

**M(DG) S(JS) P: TO ACCEPT THE BID OF \$41,465.00 FROM BENNETT CONTRACTING, LLC FOR BATHROOM RENOVATIONS BID 005-2019.**

BidNet: Lynn explained that BidNet is a purchasing cooperative that allows state agencies to post bids on their sites for better exposure. There is no cost to the Library, and no obligation to accept any bids offered.

M(DG) S(AK) P: TO APPROVE VOORHEESVILLE PUBLIC LIBRARY ENROLLMENT IN THE BIDNET COOPERATIVE.

DIRECTORS REPORT:

DVD fines: Sarah explained that she would like to lower the fines for late DVD's from \$1 a day to \$.10 a day. This is more in line with what other libraries are doing. The trustees discussed this and approved it, with the request that it be revisited after 6 months, and to track these if possible.

Lynda/Linked In: David has discussed this with Sarah, and it was decided that, based on usage, and the change in privacy policy at Lynda, the Library will not be renewing this database.

Staff Development Day: Sarah outlined what staff learned at staff development day. The Friends of the Library provided lunch. Sarah and Tracey thanked the Board for the opportunity to provide this continuing education for staff.

National Grid: Sarah spoke with an energy expert from National Grid. She will present the information at the next facilities committee meeting.

PERSONNEL COMMITTEE: Sarah reported that the new Librarian, Colleen Ellithorpe, started this morning.

A new substitute Librarian will be starting training. He will be used when our regular employees are unavailable to cover the information desk.

A new substitute Library Clerk will be starting training. She will be used when our regular employees are unavailable to cover the circulation desk.

A new student page has been hired.

The new Board Treasurer has been hired.

TRESURERS REPORT:

The new Board Treasurer, Adam Stump, attended the meeting. He explained that he did not run this months reports, as he had just been hired. He has been working with the bookkeeper Stacy, familiarizing himself with our financial procedures. He will speak more at the Finance Committee meeting.

M (DG) S (JS) P: TO ACCEPT THE JULY 31, 2019 TREASURER'S REPORT OF \$23,226.23 IN THE OPERATING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$445,699.43 IN THE MONEY MARKET ACCOUNT AND \$20,368.27 IN THE DONATIONS ACCOUNT.

M (DG) S (JS) P: TO ACCEPT THE AUGUST 31, 2019 TREASURER'S REPORT OF \$35,686.08 IN THE OPERATING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$366,003.29 IN THE MONEY MARKET ACCOUNT AND \$20,384.23 IN THE DONATIONS ACCOUNT.

WARRANTS:

With the exceptions of check #42341, which appeared on both warrant 1 and 1A, with different dates, as well as a missing check, #42354, on warrant 1A, the following have been approved:

M (BH) S (DG) P: APPROVE FOR PAYMENT WARRANT 1 (JULY 23-31) OF \$19,768.58 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BH) S (DG) P: APPROVE FOR PAYMENT WARRANT 1A(AUGUST 1-31) OF \$20,767.58 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BH) S (DG) P: APPROVE FOR PAYMENT WARRANT 2 (SEPTEMBER 1-23) OF \$21,899.12 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Sarah explained our year-end financial motions are pending a recommendation from Bonadio Group regarding funding for the 2018 parking lot replacement.

Friends of the Library: Tracey reported that, to date, she has not received and figures from the FOL pertaining to their Annual Book Sale and membership drive last weekend. Tracey will share these numbers with Sarah when they are received.

David asked that we change the by-laws to allow nominations and elections to be held at the July Board Meeting. He requested that Alan, in his position as Policy Committee Chair, take a look at this and bring a recommendation to the full Board at the October board meeting.

ELECTIONS: The Trustees elected the following officers for the remainder of the 2019-2020 fiscal year: Bryan Richmond/President, David Gibson as Vice-President, and David Gibson as Financial Officer.

Bryan appointed the following committees and chairpersons:

Finance: Bryan/chair, David, Adam, and Sarah

Policy: Alan/chair, Belinda, Tracey, Michele, and Sarah

Personnel: Janna/chair, Bryan, Sarah, and Tracey

Facilities: David/chair, Belinda, Lance Moore, Lynn, and Sarah

Committee Reports:

No committee met this month. Alan said that, while the policy committee had not met, he had received a draft materials policy from Sarah, but it would need a lot of work.

David asked the trustees when they thought Treasurer Adam needed to be present at the board meetings. There was some discussion and it was decided that Adam should be at the meeting that the auditors attend and possibly the budget meeting. David assured Adam he will be given plenty of notice should his presence be requested.

The trustees reiterated their scheduled meetings: The 7pm, October 21 with UHLS; 6:30pm, October 28 with the accountants, 7pm regular meeting, with Architect to attend.

M(BR) S(AK) P: TO ADJOURN 8:23 PM.

Respectfully Submitted,  
Sarah Clark, Clerk