

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
28 October 2019

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

Others Attending: Tracey Pause, Adam Stump, Lynn Kohler, Stacey Cohen, Theresa Ellis, Bonadio Group, Paul Mays, BRM Architects

Excused:

Call to order 6:35 pm

Following our annual audit, Theresa Ellis of the Bonadio Group reported to the Trustees. The Library has, once again, received the highest assurance grading from the auditors.

PUBLIC COMMENT: No public in attendance

REVIEW OF MINUTES: The 23 September 2019 minutes were accepted as presented.

OLD BUSINESS:

Strategic Plan: David reported on the meeting with Tim from UHLS. David shared a draft long-range plan of service for the Library. The plan included 7 steps to creating a Strategic Plan over the next 7 months, ending with a BOT vote in May, 2020. Bryan asked about mailings/printing budget, which Sarah will look into. Bryan asked Janna, David, and Sarah to work as a sub-committee on this, and report back with the next step at the Nov/Dec meeting.

Janna reported on her meeting with the FOL and Jamie from Habitat Gardens, concerning the future garden area dedicated to Gail Sacco. There was some discussion on the different options available, with their corresponding costs.

M(BR) S(JS) P: TO AGREE TO ABSORB THE COST TO MAINTAIN THE GAIL ALTER SACCO COMMEMORATIVE GARDEN AREA, AND TO INCREASE THE APPROPRIATE BUDGET LINE IN 2020-21 TO REFLECT THIS COST.

One trustee abstained from voting.

NEW BUSINESS:

POLICY: Alan discussed the Freedom to View (FTV) and the Freedom to Read (FTR) statements, both of which were taken from the ALA website. He was fine with the FTV, but he felt the FTR was too combatant. There was much discussion, including that this ALA policy could change at any time. It was decided that our policy should not link to this ALA policy, and the policy committee will develop their own materials policy.

HEALTH INSURANCE: Sarah reported that she has met with the insurance company to go over what health insurance is available and affordable. The current Blue Shield policy seems to be the best value available at this time. Sarah would like to do an RFP next year. Bryan explained that an RFP was done last year, so perhaps 2021-22 would be a more appropriate length of time.

M(DG) S(BR) P: TO CONTINUE TO CONTRACT WITH BLUE SHIELD FOR EMPLOYEE HEALTH INSURANCE FOR THE COMING YEAR.

UHLAN: Sarah shared a draft contract explaining the services we are purchasing from UHLS for access network services. There was discussion.

M(DG) S(JS) P: TO AGREE TO ADOPT THE 3 YEAR UHLAN AGREEMENT AS PRESENTED.

DIRECTORS REPORT: IT Librarian Colleen is working on the new website, including a board documents link.

Sarah received a request from the National Honor Society to allow them to install a clothing box dumpster on Library property. The trustees discussed this, and it was decided to not approve this for various reasons.

PERSONNEL: Nothing to report

TREASURER'S REPORT: Board Treasurer presented the treasury reports.

M(BR) S(DG) P: TO ACCEPT THE CORRECTED JULY 31, 2019 TREASURER'S REPORT OF \$23,576.23 IN THE OPERATING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$445,699.43 IN THE MONEY MARKET ACCOUNT, \$20,368.27 IN THE DONATIONS ACCOUNT.

M (BR) 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.

M (BR) S (BH) P: TO ACCEPT THE SEPTEMBER 30, 2019 TREASURER'S REPORT OF \$50,877.25 IN THE OPERATING ACCOUNT, \$250,492.54 IN THE BUILDING ACCOUNT, \$286,222.74 IN THE MONEY MARKET ACCOUNT AND \$20,399.31 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (BR) S (DG) P: APPROVE FOR PAYMENT WARRANT 1 (JULY 1-22) OF \$17,959.74 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S(JS) P: APPROVE FOR PAYMENT WARRANT 3 (OCTOBER 1-28) OF \$26,342.01 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 2A (September 24-30, 2019) had no expenses.

M(BR) S(JS) P: TO INCREASE THE COOKBOOK DISCUSSION BUDGET LINE BY \$750.00 TO REFLECT THE RECEIPT OF PAYMENT FROM THE FRIENDS OF THE LIBRARY.

M(BR) S(BH) P: TO TRANSFER THE EXPENSE OF \$96,175.00 FROM THE OPERATING BUDGET TO THE CAPITAL ACCOUNT FOR THE PARKING LOT CAPITAL PROJECT.

M(BR) S(BH) P: TO TRANSFER YEAR END 2018-2019 OPERATING FUND BALANCE OF \$72,895.00 TO CAPITAL FUND FOR FUTURE CAPITAL PROJECTS.

COMMITTEE REPORTS:

FINANCE: Recommendation to staff to develop the next budget based on actual spending needs.

PERSONNEL: Did not meet

FACILITIES: The building lettering and front road sign, and surrounding landscaping has been completed. The lights have not yet been connected. This will need to be done by an electrician.

POLICY: Prioritized policy deficiencies. They will draft in sub-committee, and bring to full board for approval. Bryan would like to bring one new policy each month, if possible.

Alan spoke about the draft changes in the by-laws. This will be discussed at the next meeting. He asked that this be sure to be included in the Nov/Dec packet.

Paul Mays from BRM Architects gave a presentation to the trustees on options for updating the Library building and grounds.

M(BR) S(BH) P: TO ADJOURN 10:17 PM.

Respectfully Submitted,

Sarah Clark, Clerk