

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
9 December 2019

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

Others Attending: Lynn Kohler

Excused: Tracey Pause

Call to order 7:03 pm

PUBLIC COMMENT: Public comment that early start for October 2019 BOT meeting was not publicized enough. Trustees agreed that future meetings would be better advertised, if possible.

REVIEW OF MINUTES: The 28 October 2019 minutes were accepted as presented.

OLD BUSINESS:

Strategic Plan: Janna has drafted several questions for survey. David contacted Castleton Library (CPL), and received questionnaire they used for public involvement. David reported that CPL told him they received the most responses from the mailer they sent out. The trustees discussed the cost effectiveness, and past experiences, with direct mailer surveys. Trustees also discussed focus groups, numbers, and invitees. David & Janna will work on developing a survey, with a timeline of early February for survey and mid February for focus groups.

NEW BUSINESS:

POLICY: The trustees discussed the ALA Library Bill of Rights.

M(BH) S(JS) P: TO AFFIRM ACCEPTANCE OF THE AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS.

The trustees discussed the Draft Materials Policy, presented by the policy committee.

M(BR) S(DG) P: TO ADOPT THE MATERIALS POLICY AS AMENDED.

This adopted policy will be attached to these final minutes.

JUST BRING IT BACK JANUARY: Sarah reported that 3 staff members attended training to better understand the impact of fine free policies at fellow libraries. Sarah reported VPL would be doing a month long fine free January. This was discussed, and trustees agreed this would be a good test for fine free, and asked that Sarah gather as many stats as possible, including average return time.

PASSPORT ACCEPTANCE PROGRAM: Sarah reported that several staff members attended an information session on libraries that have become US Passport Acceptance facilities. The trustees discussed VPL becoming such a facility, in service to the community.

M(BH) S(BR) P: TO ALLOW THE LIBRARY TO APPLY AS A PASSPORT PROCESSING FACILITY.

PERSONNEL: Sarah reported that she was not satisfied with the current personnel benefit accrual system. Sarah explained that she would like to change this to an hourly based accrual system. The trustees discussed, and concurred, this should system be changed. The trustees requested that Sarah write a policy motion, to be reviewed at the January 2020 trustees meeting.

TREASURER'S REPORT: Sarah presented the treasury reports. The trustees discussed the new report from the Board Treasurer Adam Stump. They were very pleased with the new format, made some minor suggestions, and requested that Adam continue in this vein.

M(BR) S(BH) P: TO ACCEPT THE OCTOBER 31, 2019 TREASURER'S REPORT OF \$1,014,736.74 IN THE OPERATING ACCOUNT, \$380,321.45 IN THE BUILDING ACCOUNT, \$286,416.27 IN THE MONEY MARKET ACCOUNT, \$20,399.31 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (BH) S (JS) P: APPROVE FOR PAYMENT WARRANT 4 (NOVEMBER 1-30) OF \$132,470.43 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 3A (October 29-31) had no expenses.

WINTER BOUTIQUE: Sarah reported the Friends of the Library held their annual Winter Boutique, bake sale, and raffle drawing, the first weekend in December. The bake sale earned \$78; the raffle earned \$74; and the boutique took in \$1,452. Everyone was very pleased with the totals.

MEMORIAL GARDEN: Sarah reported the Friends are still discussing the budget for the garden area they want, in dedication to past Director Gail Sacco. They will look at again in the spring.

COMMITTEE REPORTS:

FINANCE: Did not meet

PERSONNEL: Sarah would like permission to change an independent contractor to an employee. Sarah feels this contractor meets the criteria of an employee, based on labor laws. The trustees discussed the different classifications and asked Sarah to look into the financial details of doing this.

FACILITIES: The committee met with a representative from National Grid, concerning the cost associated with changing the fluorescent lights to LED bulbs. Using the National Grid replacement program, which reimburses 50%, the remaining cost would be recouped within 1.5 years. After some discussion, the trustees agreed this would be a good idea. Sarah is waiting on sample LED bulbs, to test and compare the quality of different wattage. She will determine what wattage she wants in different areas of the Library. Although the cost is within the discretion parameters allowed the Director, the trustees felt, since this was an unplanned, additional building expenditure, they decided to make a motion, showing their complete approval.

M(DG) S(BH) P: TO RECOMMEND THE FACILITIES COMMITTEE FOLLOW THROUGH TO REPLACE THE FLUORESCENT BULBS WITH LED BULBS.

David reported that he had information concerning Electric Charging Stations, and the declining costs associated with them. He reminded the trustees this had been a topic of interest a few years ago, but had been negated, due to the cost. The trustees discussed this, and decided they were not interested at this time.

POLICY: Discussed earlier as "old business"

Sarah requested approval to hire Architect Paul Mays to design a 2 phase project, first using DLD, and then SAM funds, for the construction project he had suggested at the October BOT meeting. The trustees discussed the costs associated with this, and the benefits that may be

gained. They agreed that this was a reasonable expense, and did not require any further expenditure, should they choose not to continue with the project.

M(DG) S(BH) P: TO ALLOCATE \$7,200 FOR THE CONSULTATION ON THE DESIGN OF, AND IMPLEMENTATION OF, GRANT MONIES FOR ARCHITECTURAL UPGRADES TO THE LIBRARY.

M(BR) S(JS) P: TO MOVE INTO EXECUTIVE SESSION AT 8:55 PM.

Respectfully Submitted,
Sarah Clark, Clerk