

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
27 January 2020

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

Others Attending: Tracey Pause, Assistant Director; Lynn Kohler

Excused:

Call to order 7:03 pm

PUBLIC COMMENT: Public comment: The new graphic novel section is great. Great selections, very exciting. More of this, please.

REVIEW OF MINUTES: The 9 December 2019 minutes were accepted as presented.

OLD BUSINESS:

Personnel Policy: Sarah contacted Paychex about the cost of tracking benefits, but has not heard back from them to date. She will follow up, and report back at the February meeting.

Strategic Plan Update: Sarah gave each of the trustees a draft of the survey mailer. This will be mailed to all households and available online. David thanked Janna for all her prep work on this project. The trustees discussed various aspects of the survey. A few minor changes were agreed upon. Roll out goal is February 15, with a return date of March 1.

The trustees discussed holding community meetings, once the survey is completed. Sarah will contact UHLS to set up 2 meetings for March. One weekday evening, and the other on a Sunday afternoon.

NEW BUSINESS:

Patron Policy: Alan presented a Patron Code of Conduct. He explained this policy has a two-fold purpose: 1) To inform the public, and 2) to give guidance to staff. The trustees discussed this, and made some minor changes. It was decided this policy was well done, but should be sent to Janna to review for grammatical/structural errors.

M(AK) S(JS) P: TO ACCEPT THE PATRON CODE OF CONDUCT POLICY, WITH CHANGES AS DISCUSSED.

This policy will be attached to these final minutes.

It was then decided that the next policies to be worked on would be the Workplace Safety, Code of Ethics, and the Policy for Conflicts of Interest.

July 4th: Because the holiday falls on a Saturday, Sarah looked for guidance from the trustees on how they wanted her to handle this issue. After some discussion, they decided the Library would be open on Friday, July 3, close on Saturday, July 4, and full time employees will receive a floating holiday.

Website: Sarah previewed the new website to the trustees. It is not complete yet, and will be a work in progress even after it opens. The trustees asked for additional links to other local websites (town, village, school, etc.). Sarah thanked the tech team for all of their hard work.

ESL: Sarah told the trustees that we are working on English as a Second Language (ESL) and Literacy Assistance programming. We have 4 confirmed volunteers, who will do 20 hours of training. We already have families waiting for this service.

Directors Report: Sarah reported that statistics collection has not been consistent over the past few years. There were some anomalies that she could not account for. For the past few months, Sarah has been

getting the statistics from UHLS, so they will be consistent from now forward. The trustees decided they would like to get year to year statistics, as opposed to month to month.

TREASURER'S REPORT: Sarah presented the treasury reports. David suggested, and the trustees agreed, the Expansion account should be renamed the Capital account.

M(BH) S(BR) P: TO ACCEPT THE NOVEMBER 30, 2019 TREASURER'S REPORT OF \$153,084.06 IN THE OPERATING ACCOUNT, \$375,099.58 IN THE CAPITAL ACCOUNT, \$1,086,824.79 IN THE MONEY MARKET ACCOUNT, \$20,007.16 IN THE DONATIONS ACCOUNT.

M(BH) S(BR) P: TO ACCEPT THE DECEMBER 31, 2019 TREASURER'S REPORT OF \$61,707.81 IN THE OPERATING ACCOUNT, \$308,104.58 IN THE CAPITAL ACCOUNT, \$1,087,378.62 IN THE MONEY MARKET ACCOUNT, \$20,152.39 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (JS) S (BH) P: APPROVE FOR PAYMENT WARRANT 5 (DECEMBER 1-31, 2019) OF \$48,959.97 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (JS) S (BH) P: APPROVE FOR PAYMENT WARRANT 6 (JANUARY 1-27, 2020) OF \$30,584.02 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: The Friends of the Library have established a reserved fund policy. They will set aside enough money to cover their current budget, just in case something should happen. FOL President Sherry Burgoon announced that she will be finishing her term, and then stepping down.

COMMITTEE REPORTS:

Finance: Did not meet

Personnel: Did not meet

Facilities: Sarah reported to the trustees that the boiler needs to be replaced. Good news here is this is covered by the DLD grant. Lynn has been working to update the grant application to cover this. She will also be working on a bid, since this will be over the \$20k threshold. David suggested also getting price quotes for geothermal. He will send some company suggestions to Sarah. Alan suggested that we should do an overall assessment on possible future updates, since the building is older and the updates are getting expensive. Sarah responded that she had met with Paul Mays, and he had asked about having an engineering assessment, which he felt would qualify under the DLD grant. Alan will contact Sarah to discuss further.

Sarah reported that they have changed the name of the Summer Reading Program to Summer Adventure at the Voorpl.

No Public comments

M(AK) S(JS) P: TO ADJOURN AT 8:55 PM

Respectfully Submitted,

Sarah Clark, Clerk