

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
24 February 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: None

REVIEW OF MINUTES: The 9 December 2019 minutes were accepted with one correction.

OLD BUSINESS:

Personnel Policy: Sarah shared that we are, per Homer, saving 70 gallons of water per week since our bathroom upgrade. The LED lighting switch is still expected to happen this winter. Sarah is following up with the NatGrid representative.

CPR Training: Employees are due for more cpr, first aid, aed, and narcan training this spring. Bryan suggested that, depending on the cost, we might want to schedule (2) half day training classes, so we can keep the Library open. Sarah will look into the cost.

Survey: We have received 187 survey responses to date. The trustees discussed other ways of publicising this, as well as possibly extending the deadline. The trustees also discussed the focus groups. They are currently creating a list of possible guests to invite. The focus groups will be held on (2) different dates; a weekend day and a weeknight.

Budget Vote: Sarah shared that she was informed about a new voting law which extends the time for absentee ballots to 25 days. The trustees discussed this and feel they will need to approve the proposed budget at the March meeting. David Gibson suggested the finance committee should meet before the March meeting.

Annual Report: The Annual Report has been submitted. Sarah has not heard back from the state yet.

Website: The new website was tested for ADA compliance and got a 4 out of a possible 5. Colleen will address any of the issues, but this initial score is an excellent way to start.

Building Updates: The rfp for the boiler replacement will be published this week.

Sarah visited the Herkimer Library, as they are also using Butler Rowland Mays Architects. She was very impressed with the improvements they have been able to make, just using grant monies.

Paychex: Sarah is currently shopping around for a new payroll company. Paychex has not been diligent in answering questions or returning phone calls.

Personnel: Kathleen's last day was Friday. Sarah has hired a new ¼ time clerk, Lauren LeClair.

M(BR) S(JS) P: MOTION TO HIRE LAUREN LECLAIR AS A QUARTER TIME CLERK.

Sarah has promoted Molly Davis to Senior Clerk.

M(DG) S(BR) P: MOTION TO PROMOTE MOLLY DAVIS TO SENIOR CLERK.

Sarah has increased the hours for Library Assistant Lisa Fesmire, who is now full time.

M(DG) S(BH) P: MOTION TO PROMOTE LISA FESMIRE FROM PART TIME TO FULL TIME.

TREASURER'S REPORT: Sarah presented the treasury reports.

M(BR) S(BH) P: TO ACCEPT THE JANUARY 31, 2020 TREASURER'S REPORT OF \$78,789.92 IN THE OPERATING ACCOUNT, \$308,104.58 IN THE CAPITAL ACCOUNT, \$987,916.47 IN THE MONEY MARKET ACCOUNT, \$20,149.50 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (BR) S (JS) P: APPROVE FOR PAYMENT WARRANT 6A (JANUARY 28-31, 2020) OF \$6,171.59 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (JS) P: APPROVE FOR PAYMENT WARRANT 7 (FEBRUARY 1-24, 2020) OF \$16,134.66 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

NEW BUSINESS:

FOL: Sherry Burgoon will be stepping down at the end of her term. The hospitality chair is also stepping down. The FOL have approved the 2020 SRP budget. Their Annual meeting is on March 30.

COMMITTEE REPORTS:

Finance: Did not meet

Personnel: Did not meet

Facilities: The lamp posts and accessories have been ordered, and will be delivered to the Library in the next 2 weeks. Lance Moore will be in charge of installation this spring.

Policy: The policy committee is working on health & safety, as well as ethics policies.

RFP's: Sarah asked the trustees if she could start an RFP cycle, for payroll, attorney, accountant, auditor, insurance, etc. The trustees agreed that would be part of her due diligence. Bryan recommended these be done at least 4-5 months before a new contract would come due.

Staff Training: Sarah suggested that an 18 month cycle might be best for staff training. The trustees told her that was they were fine with that.

The Finance Committee will meet Monday, March 2. The BOT will meet to discuss the budget on March 7, and the next regular BOT meeting is March 23.

No Public comments

M(BH) S(JS) P: TO ADJOURN AT 8:20 PM

Respectfully Submitted,
Sarah Clark, Clerk