

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES VIRTUAL MEETING  
March 23, 2020

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

Others Attending: Tracey Pause, Assistant Director

Excused:

Call to order 7:25 pm

**PUBLIC COMMENT:** no public comments

**REVIEW OF MINUTES:** The 24 February 2020 minutes were accepted as presented.

**DIRECTOR'S REPORT:** Sarah Clark reported that staff meetings are scheduled weekly to discuss what to offer online, including interactive content. Librarians will be meeting Thursday. The MacMillan e-book embargo has been lifted, so an order will be placed for their titles. The UHLS system is looking at purchasing system wide access to Hoopla and Kanopy to offer a wider variety of online content (books and movies). Most vendors are offering some kind of incentive at this time. UHLS Directors are meeting weekly as well, which has been helpful. Sarah confirmed that the Friday staff meetings are full staff.

**COMMITTEE REPORTS:**

Personnel - did not meet

Facilities - did not meet

Policy - did not meet

Finance - met virtually, on Friday, 3/20, to discuss the impact the current stock market performance could have on the ERS payment. Sarah reported that over the last few years, we've been covering our ERS payment within the operating budget at a rate of about 7.8% of salaries. Some predictions have been an increase of 15-20%, which would be a huge increase of our budget. We currently budget \$85,000 toward this expense. Bryan reported that the proposed 20-21 budget's 2% tax levy increase would be redistributed to fund \$10,000 into the furniture/fixtures line, with the remaining \$11,126 used to seed a contingency line meant to fund ERS expenses in upcoming years. The ERS budget for 20-21 should be unaffected, but moving forward, the expectation is that it will increase significantly over the course of several years. With respect to the budget, the finance committee is recommending this in regard to tonight's budget approval.

David explained how there is a 5-year flattening effect used by ERS, and reiterated that 20-21 should not be affected. This budget line should be funded for years to come to help with this

expense, and should we end up under budget at the year end, the board may allocate savings between the ERS fund and Capital fund.

Alan asked what the name of the ERS account will be - in the draft budget it's named ERS Expense Account. Alan also asked if this would be communicated in the budget message.

Bryan asked Sarah and Janna to work together to craft the message. Sarah will ask Stacy if there's a more appropriate name for the budget line.

### **OLD BUSINESS:**

#### **Budget:**

#### **M (BR) 2 (BH) (P) TO ADOPT A BUDGET OF \$1,354,966 FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING**

David questioned whether this is the correct number to approve. Sarah stated that the previous two years' minutes reflected approval of a budget that included donations, grants, other income, and not only the tax levy. David suggested to proceed and asked Sarah to confirm with the School District.

#### **Strategic Plan:**

Sarah reported that all survey reports had been entered. Sarah and Tracey will begin compiling and analyzing the data. Raw data will be shared as well. David reported that he and Belinda added a fair amount of surveys in the non-user category from their outreach effort at Hannaford. Bryan asked about the focus groups, and whether we'd be proceeding with them. Janna expressed concern that online meetings may not work well for this purpose. David suggested we decide whether to conduct focus groups based on the comprehensiveness of the responses from the survey. Sarah commented that there were 9 confirmed focus group participants who overwhelmingly seemed open to participating when/if it can be rescheduled. Sarah will share the data with Janna and David. Bryan asked that we start looking at the data as the committee. Alan suggested we share the data with Tim Burke at UHLS to get his perspective.

#### **Covid-19 Update:**

Sarah reported that the library was in the middle of the bid process for the boiler repair. Under the governor's current order, staff cannot report to the building to aid in the bid process (contractors needing access). This process will be on hold. Sarah reported that there is a leak in the roof over the work area. Lynn had contacted the library's regular roof repair contractor, whose outgoing voice message stated that the work they do is not considered essential, and they cannot respond at this time. Lynn was able to contact a second roof repair contractor who was available, but needed to know immediately if work could start Tuesday, 3/24. Belinda suggested referring to the language of the executive order. David stated that if it's not prohibited, we should have someone check it out. Bryan asked Belinda to examine the executive order and respond to Sarah after the meeting. If it is allowed, we should proceed, if not, we have no choice but to wait until the executive order is lifted.

### **NEW BUSINESS:**

Janna asked for an update on the petitions for the board seat. Bryan said they extended the deadline and reduced the number of signatures needed. Sarah said two petitions had been picked up, and it's available online. Without further guidance, the deadline hasn't been officially changed. Sarah had asked the School District, but they had no new information. Alan commented on the difficulty of going door to door to get signatures at this time. David asked who had picked up petitions. Sarah reported that Sarah Brunt and Lance Moore had picked up petitions.

No Public comments

M(BR) S(AK) P: TO ADJOURN AT 8:04 PM

Respectfully Submitted,  
Sarah Clark, Clerk