

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES VIRTUAL MEETING  
April 27, 2020

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

Others Attending: Tracey Pause, Assistant Director

Excused: Bryan Richmond, President

Call to order, 6:33 p.m., David Gibson, VP, presiding

M(JS) S (AK) P to enter executive session to discuss the proposed acquisition, sale or lease of real property

M(JS) S (AK) P to end executive session at 6:58 p.m.

**PUBLIC COMMENT:** no public comments

**REVIEW OF MINUTES:** The 7 March 2020 budget meeting minutes were accepted as presented. The March 23 2020 meeting minutes were accepted as presented.

**DIRECTOR'S REPORT:** Sarah Clark reported that she has been appointed to serve on an UHLS ad hoc committee to craft a reopening plan and recommendations for all system libraries. Coordinated plans are recommended and a phased-in reopening approach is being taken using the best information available, in addition to following government orders. Sarah gave an overview of some details of phases one and two.

Hoopla has been live for over two weeks. Hoopla provides unlimited access - it's a pay per checkout lending model. It was a system-shared purchase, and Voorheesville patrons have been using the service according to the available statistics. Because it offers multiple user access to the same titles, this service will allow staff to conduct virtual book discussions.

Social media has been extremely active, with record-breaking posts and more followers as we offer virtual storytimes. The middle school book group has continued to meet through the closure. This time has allowed for greater curriculum support and collaboration with the school. Summer Reading will be virtual. Librarians have planned reading missions and activities through ReadSquared, a program UHLS is using to provide summer reading.

The roof over the staff work area was repaired. Maintenance staff have been regularly doing building walkthroughs maintaining physical distancing and wearing masks.

The Voorheesville Cares initiative flyers have been distributed. The food drive collected an enormous amount of food and paper goods to distribute to area food pantries. Sarah suggested that some resident employees may want to do more volunteer work. She asked if some volunteer opportunities could be part of their work day, if guidelines were created for this. Alan suggested discussing this further with the Personnel Committee, and to explore the legality of compensating employees for this type of work. Janna shared concerns about liability as well, but believes there may be some opportunities within the Voorheesville Care Initiative that would qualify as library outreach, with staff responding to the needs of the community during this time. Sarah will reach out to the Personnel Committee to schedule a virtual meeting.

The VPL 3D printer has been deployed to an employee's home, where it is being used to produce medical face shields. So far, 65 have been produced and have been distributed to Albany Med.

**PERSONNEL REPORT:** Sarah reported that since closing, two resignations have been received from part-time clerks. Headcount is down 1 FT clerk in addition to those two PT positions, which provides the remaining PT clerks with additional work-from-home opportunities. Work logs from all employees are being submitted with each timesheet. Maximum PT hours were calculated by management. Janna asked if the pages have been notified if they are permanently out of a job. Sarah reported that there may be some opportunities for pages to participate in social media content creation. Janna asked for improved communication with pages. Tracey reported that pages were supposed to have been included in the most recent social media video campaign and said we would be in touch with the pages. David asked Sarah to verify the reason for the PT resignations, which were both due to the employees accepting FT jobs elsewhere.

**TREASURER'S REPORT:** M (DG) S (JS) P To accept the Treasurer's Report as presented.  
M (DG) S (JS) P To accept the warrants as presented

**FRIENDS OF THE LIBRARY REPORT:** Tracey reported the Friends met by phone. They are working on rescheduling their annual meeting, normally scheduled for the end of March. They are aiming for June 1. There are some board vacancies: President, Hospitality, and possibly Secretary. They will be meeting virtually, using the library's GoToMeeting account.

**COMMITTEE REPORTS:**

Finance - did not meet, Sarah will schedule a meeting to discuss the current fiscal year budget v. actual status

Personnel - did not meet, Sarah will schedule a meeting to discuss volunteer time.

Facilities - did not meet - may consider a meeting once construction is resumed in state order

Policy - did not meet, Sarah will schedule a meeting to discuss reopening procedures.

**OLD BUSINESS:**

**Strategic Plan:** The Strategic Planning Committee has seen compilations of data and will schedule a meeting to discuss next steps. Data will be shared with the board. David reported the data is enlightening. Janna suggested the next step is to determine whether we have enough information to move forward without focus groups, or if we need more public comment.

**Covid19 Update:** No additional information at this time.

**NEW BUSINESS:**

David suggested we use software to create the transcription of virtual board meetings, a requirement of the modified open meeting law during Covid19. Alan reported on how the town is managing their meetings.

No Public comments

**OPEN FORUM:** Janna commended library management and staff for making the best of the current situation. She said it was good to see the library still active and extended her thanks to all staff.

Alan asked for an update on the upcoming election. Sarah reported that everything is still suspended and she will update the board, and trustee candidates as soon as information is available through the school district.

M (AK) S(BH) P: TO ADJOURN AT 7:51 PM

Respectfully Submitted,  
Sarah Clark, Clerk