

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL BOARD OF TRUSTEES MEETING
22 June 2020

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

Others Attending: Tracey Pause, Assistant Director, Adam Stump, Treasurer

Excused:

Call to order 7:03 pm

Welcome to Sarah Brunt, incoming Trustee. This will be David Gibson's last meeting. Sarah's term will start July 2020, and will be sworn in at that time.

PUBLIC COMMENT: None

REVIEW OF MINUTES: The 18 May, 2020 and 1 June 2020 minutes were accepted as presented.

Directors Report:

On-demand programming now has its own menu on the website. There are pages for for children, teens, adults, and makers. Programs will still be promoted on the event calendar in addition to the on-demand page. Our survey results showed us that people were too busy to attend programs in person. The response has been great so far. Even after we start holding programs again, we will probably still maintain this on-demand programming, to help meet the needs of the community.

Over 325 children have signed up for SRP.

WiFi at the rail trail is finally moving forward. All of the hardware is ordered, and Spectrum is coming in to install the wifi equipment. We should be able to advertise this by the end of the year.

Boiler Project is moving forward with help from Paul Mays.

Parking Lot lighting project is going much slower than we would like. NYSDLD has given an extension for grant projects, so we are in no danger of not getting it done on time.

Sarah thanked the trustees for their advocating to pass the budget.

TREASURER'S REPORT:

Adam reported that there is still a backlog of finance information and an updated report will be presented at the next meeting.

WARRANTS:

M (BR) S (JS) P: APPROVE FOR PAYMENT WARRANT 10A(MAY 19-31) OF \$4,976.36 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (JS) P: APPROVE FOR PAYMENT WARRANT 11(JUNE 1-22, 2020) OF \$20,006.74 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Personnel Policy: Sarah shared that we are in the process of getting the back end information set up for Paylocity, which is our new HR/payroll reporting system. We should have a rollout in about a month.

NEW BUSINESS:

FOL: The FOL had their annual meeting in May. Mollie is now the President, and Dennis is the VP. The virtual meeting was well attended. Membership letters will go out in the middle of July. Janna asked about the garden for Gail Sacco. Tracey explained that they tabled this until further notice. Encore! Is not currently open, and will not be opening until further notice.

COMMITTEE REPORTS:

Finance: Did not meet.

Personnel: Did not meet.

Facilities: Did not meet.

Policy: Did not meet.

OLD BUSINESS:

Alan reports the bylaws say the Board of Trustees can vote on Officers at the July meeting. He also asked about posting the revised bylaws on the website. Sarah assured him this was so, and will continue to be updated as needed.

Janna had some questions about the language used in the bylaws, and Alan agreed the wording should be consistent throughout the document. The language in Article III should be from, “first meeting of each year”, to “first meeting of the fiscal year”. Janna agreed this should be changed throughout. Brian asked Sarah to include this on the agenda for the July meeting.

Sarah asked about the addenda at the end of the bylaws, which address people who no longer work at the Library. Alan explained that these were motions, not amendments to the bylaws. He suggested the trustees might want to appoint someone as the records officer, since Gail Sacco is no longer employed here.

David suggested that, instead of needing to wait 30 days to adopt a motion, it should be changed to 21 days. Janna suggested that it be changed to 30 days, or until the next meeting, whichever was shorter. Everyone agreed this would work.

David recommended that the policy committee look at these motions. Alan agreed to do that. He explained that we are governed by the State Education Department. There is a standard record retention for school district libraries.

Strategic Plan

Sarah reported that Tim apologized for not having anything for the Trustees tonight. We had about 10 people show up for the round table. Sarah will draft a thank you note and send it to Brian for approval.

Covid 19

Sarah reports that curbside is very busy. We could not be handling this without everyone on the teams working together. We’ve also been doing book discussion books, make and take kits, teen bags, etc. We plan to start, July 1, to allow a limited number of people inside the building, by appointment. Hopefully

we can slowly build up the number of people that can be in the building. If all goes well, July 11th will be our first Saturday hours. The next step would be allowing computer use. Curbside will continue throughout these steps, for those uncomfortable with coming inside. The trustees discussed these steps, and asked many questions.

Sarah reported that the curbside service seems to be working well.

The trustees are happy with the steps that Sarah is implementing. They reiterated that Sarah needs to be getting updated information out to the public as soon as possible, using door signs, and snn's, etc.

David asked that Sarah be sure to have a place where staff can record steps or processes or ideas that have been learned during this pandemic, and that will probably continue on afterwards. Such as the fact that a 9pm book discussion seems to be something the community wants.

Brian asked about meeting in person for the July meeting. This was discussed. The trustees decided to meet virtually in July, and discuss this again at that time. Brian will virtually swear in Sarah Brunt at the July meeting.

New Business

Brian virtually swore in Adam Stump as Board Treasurer.

Public Comments

Public asked about wifi on the rail trail. Sarah explained that it will be at the trailhead, at the pavilion. It should be available within the next few weeks.

Brian thanked David Gibson for his tenure on the Board.

Next meeting is July 27

M(BR) S(AK) P: TO ADJOURN AT 8:14 PM

Respectfully Submitted,
Sarah Clark, Clerk