

# DRAFT

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
VIRTUAL BOARD OF TRUSTEES MEETING  
27 July 2020

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

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

Excused:

Call to order 7:03 pm

Incoming trustee Sarah Brunt was sworn in before this meeting, by President Bryan Richmond.

**PUBLIC COMMENT:** David Gibson spoke about the boards fiscal responsibility and how much the board has improved in the time that he was a trustee.

**REVIEW OF MINUTES:** The 22 June 2020 minutes were accepted as presented.

**Directors Report:**

Sarah Clark shared some library use statistics. We are filling holds at 87% from last year. We have not had to turn anyone away for in-person browsing at this point. From July 10-22, 339 devices have connected to the rail trail internet. We are working on having a sign posted, crediting the free internet from the library. The trustees asked about having some type of appropriate usage poster, both in the parking area and at the rail trail. Sarah will look into this and report back to the board in September. Summer Reading Registrations: 349 young people and 38 adults; 848 books to date, 1,931 hours. Have had several successful programs. The community seems very pleased with the programs, including Steve Songs, which was watched by over 700 people. The Take & Make bags have been very popular. The Parenting during the Pandemic program was well attended. August 1 is a drive thru nursery rhyme production, being held in the MS/HS school parking lot.

Sarah and Stacy completed the new payroll with Paylocity this morning. It automates many things that have had to be done manually in the past. Sarah asked the personnel committee to meet in the near future to update related payroll policies and staff handbook.

Personnel Report: Pages are now working in the building, which has been very helpful.

**TREASURER'S REPORT:**

Adam reported that there were 5 months of reports to go through. The June warrants are slightly higher due to a backlog of B&T invoices.

M (AK) S (BH) P: TO ACCEPT THE JULY 27, 2020 TREASURER'S REPORT OF \$15,474.71 IN THE OPERATING ACCOUNT, \$303,820.58 IN THE CAPITAL ACCOUNT, \$988,386.14 IN THE MONEY MARKET ACCOUNT, \$20,159.08 IN THE DONATIONS ACCOUNT.

**WARRANTS:**

M (BR) S (SB) P: APPROVE FOR PAYMENT WARRANT 12A(JUNE 23-30) OF \$14,929.66 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

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M (BR) S (JS) P: APPROVE FOR PAYMENT WARRANT 1(JULY 1-27, 2020) OF \$31,497.19 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

## **NEW BUSINESS:**

**FOL:** The FOL had a virtual meeting in July. Sarah and Tracey set up a separate meeting with Mollie and Patty. The FOL will be weeding out the sheds. They are not open, and getting them, hopefully, ready for the September book sale. If not September, they will look at holding one in the spring. They are not taking any donations at this time. The weeded books are being sold to better world books. They sent out membership letters a few weeks ago. They did a new budget with the thought that they would look at it quarterly. Our summer reading program, and book discussions donations will remain the same.

Janna spoke about the garden plaque for the Gail Sacco garden. The wording has been worked out and Janna has collected money from the majority of the trustees. It is getting closer.

## **COMMITTEE REPORTS:**

**Finance:** Met in July re: an administrative error in the budget, causing a \$6,000 short fall. Sarah explained some internal coding was changed last year, but the dollar amounts didn't get added in. Bryan explained that Sarah put a letter in the file, so it will be well documented for next year's audit, to provide full disclosure. Our budget lines will need to be fluid this year, due to covid.

**Personnel:** Did not meet.

**Facilities:** Did not meet. We did have another hot water heater failure. It was only 18 months old. Sarah is looking at using the grant money to install a water softener.

**Policy:** Did not meet. Sarah did some revisions on the by-laws. The new by-laws will reflect new policies, including officer election policies. The ethics policies for the board should be ready for the next meeting.

## **OLD BUSINESS:**

### **Strategic Plan**

Sarah reported that she had sent out the summary for the UHLS goTomeeting focus group. The feedback that we received from the focus group was different from the type of information that we got from the survey. The point seemed to be that the focus group attendees would like to see the community more involved in the process. Tracey will forward the summary to the trustees.

Sarah Brunt asked if there is a private shared google drive available for the trustees? There is not at this time.

Janna suggested that she and Sarah C. develop a revised timeline for the strategic plan.

### **Covid 19**

Sarah reports that curbside is very busy. Patrons are allowed into the building by appointment only. They can sign up to use the computers. We seem to be meeting the needs of the people who want items. We are waiting to see how the county progresses, covid wise. Bryan suggested that the people that are back to

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work would like to have evening hours, at least a few nights a week. Tracey responded by explaining that this was something she and Sarah had discussed, as well as extending Saturday hours.

asked about meeting in person for the September meeting. The trustees discussed this. Barring unforeseen circumstances, they will try to meet outside (weather permitting) or inside. Subject to confirmation the week

NYLA section membership has been extended to trustees. Sarah has included all of the VPL trustees for a nominal fee.

## ANNUAL MOTIONS:

M(AK) S(BR) P: TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE PAPER OF RECORD.

M(JS) S(BR) P: TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE LIBRARY.

M(BR) S(BH) P: TO DESIGNATE THE BONADIO GROUP AS OUTSIDE AUDITOR.

M(BH) S(BR) P: TO DESIGNATE PAYLOCITY AS THE VOORHEESVILLE LIBRARY PAYROLL PROVIDER.

M(JS) S(BR) P: TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF \$300.

M(SB) S(BH) P: TO AUTHORIZE THE FINANCIAL OFFICER OR DIRECTOR TO APPROVE BIWEEKLY WARRANTS TO EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.

M(AK) S(JS) P: MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.

## OFFICER NOMINATIONS AND ELECTIONS

M(BR) S(AK) P: NOMINATE BELINDA HECKLER TO BE THE VP AND FINANCIAL OFFICER FOR THE UPCOMING YEAR.

M(JS) S(BH) P: NOMINATE RICHMOND TO BE PRESIDENT FOR THE UPCOMING YEAR.

There were no objections to the elections being held tonight. All passed unanimously.

## COMMITTEE POSITIONS

Finance - (C) and Belinda

Personnel: (C)Janna and Bryan

Policy: (C)Alan and Sarah B.

Facilities: (C)Belinda and Janna

## Public Comments

Alan suggested that Sarah should speak with the Village mayor about having the sidewalk completed.

Next meeting is September 21

M(BR) S(BH) P: TO ADJOURN AT 8:30 pm

Respectfully Submitted,

Sarah Clark, Clerk