

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
VIRTUAL BOARD OF TRUSTEES MEETING  
21 September 2020

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

Others Attending: Tracey Pause, Assistant Director

Excused:

Call to order 7:03 pm

**No public comments**

**REVIEW OF MINUTES:** M(SB) (AK) P: Motion to adopt July 2020 minutes as presented.

**Directors Report:**

Sarah Clark reported that the Library has been awarded a grant through the VCSF, submitted by Gail Brown and Sarah for up to \$700 for a 90 minutes workshop, "The Gift of Failure", a parent and author book discussion.

Lisa Fesmire did a themed on-location storytime at Indian Ladder Farms. We are trying to do more of these locally, to be beneficial to local businesses. We now have 93 videos on our Youtube channel.

Circulation statistics are not as bad as would be expected with our limited availability. They are lesser, but not as low as would be expected. We are getting some great feedback from the community on our efforts to keep the Library services available.

Tracey Pause reported about "The Great Giveback". Saturday, October 17. Creating a tic tac toe page, for patrons to participate in. Working with the key club, hoping to do a food drive.

Paylocity is moving forward. The last 3 payrolls were processed through paylocity.

Sarah asked about the possibility of having the Library close on the Saturday after Christmas, if we are still at 50% capacity. The trustees discussed this, and there were no objections.

**TREASURER'S REPORT:**

M (JS) S (BR) P: TO ACCEPT THE AUGUST 31, 2020 TREASURER'S REPORT OF \$74,268.99 IN THE OPERATING ACCOUNT, \$303,820.58 IN THE CAPITAL ACCOUNT, \$489,482.80 IN THE MONEY MARKET ACCOUNT, \$21,169.10 IN THE DONATIONS ACCOUNT.

**WARRANTS:**

M (BR) S (BH) P: APPROVE FOR PAYMENT WARRANT 1A(JULY 27-31) OF \$17,941.85 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (BH) P: APPROVE FOR PAYMENT WARRANT 2(AUGUST 1-31, 2020) OF \$6,757.82 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

M (BR) S (BH) P: APPROVE FOR PAYMENT WARRANT 3(SEPTEMBER 1-21, 2020) OF \$19,734.57 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

### **NEW BUSINESS:**

**FOL:** Tracey reported the friends will be accepting donations this weekend, September 26 & 27. Those donations will be quarantined for 4 days. The FOL has been working on weeding out the sheds. Those weeded books will be sold to a non-profit, so they will be receiving a small amount.

The friends have put a cart of used books in the outside area in front of the Library. It is an “at your own risk” cart, and so far has raised about \$12 for the FOL.

Janna asked about the plaque/dedication for Gail Sacco. The FOL had discussed placing the plaque, and wanted the BOT input where they wanted it placed. The trustees discussed this, and would like it placed in the front garden area. Janna asked who she should give the collected donations to. Tracey will check into that. Janna and Tracey will set up a date for the presentation.

### **COMMITTEE REPORTS:**

**Personnel:** Met and discussed a new handbook. They will be changing accrual processes for part-time employees. The new system will allow employees to get benefits based on their 2-week payroll hours. Bryan reports this does not need to be approved by the BOT, but he appreciates the update.

Bryan asked about medical insurance renewal and the costs associated with it. Sarah reported the cost changes. The trustees discussed the changes.

M(BR) S(SB) P: ADOPT THE MEDICAL INSURANCE PLAN RENEWAL AS PRESENTED.

**Facilities:** We received 6 bids on our boiler replacement bid. The committee narrowed it down to 3, and our consultant, John Edwards, looked them over for us. He had some suggestions/questions concerning how it connects to the water system, etc. We need to announce a decision on this bid within 2 weeks, so Sarah would like a provisional decision tonight. The trustees agreed. John recommended that we look into a water conditioner, as well as change the pvc pipe to something more durable.

M(BH) S(BR) P: TO CONDITIONALLY ACCEPT THE RMB BID OF \$43,800, SUBJECT TO THE REASONABLE ADDITIONAL COST FOR THE CHANGE IN PVC PIPE MATERIAL IS UNDER \$3,000. THE FACILITIES COMMITTEE WILL HAVE THE FINAL APPROVAL.

**Grants Update:** The end date for spending this grant money is June 30, 2021. We are in the process of trying to move forward with our parking lot lighting. After attending the Village Meeting, Sarah is concerned about the planning commission requirements. Sarah explained that we are not required to follow the Village requirements, but we do want to be good community neighbors. The Village planning committee has asked that we install the lights temporarily. Lance Moore, Craig Shulfelt ( the electrician) and Steve Mason (Village Building Inspector ) will coordinate the temporary installation and demonstration for the planning committee, as well as measure the output. The trustees discussed this issue. Sarah will reach out to Georgia Gray to discuss. Sarah will update the trustees as needed.

**Policy Committee:** Did not meet. Will try to meet next week. Sarah has sent out the updated by-laws.

### **OLD BUSINESS**

### **Covid 19**

Sarah reports that we have added 2 evenings and Saturdays for patrons to browse. We are well supplied for PPE for staff, stocking up when sales warrant. We had a scare, with an employee family member testing positive. It was confusing dealing with the county on our options, based on the type of exposure. We need to have a better policy in place, as far as when the exposed employee can return to work. The trustees discussed this.

Janna asked if we could get the strategic plan back on the agenda for next month. Bryan asked if anyone would be interested in joining her on that committee, and Belinda volunteered.

### **NEW BUSINESS**

No new business

No public comments

No need for Executive Session

Next meeting is October 26, at 7pm

All meetings will be held virtually for the foreseeable future. The trustees all agreed this would be

M(BR) S(JS) P: TO ADJOURN AT 8:33 pm

Respectfully Submitted,

Sarah Clark, Clerk