

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL BOARD OF TRUSTEES MEETING
26 October 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(AK) S(JS) P: Motion to adopt September 21, 2020 minutes, with the correction “Grey” to “Gray”.

Directors Report:

Sarah Clark reported that our regular statistics look pretty good. Our wifi usage is far more than last year, by about 250%. Story Walk is up at Wallace Park. Location storytimes have been recorded around the community. The virtual audit is starting to get underway. Bonadio will still be attending our December meeting.

Sarah C. asked to allow up to 2 hours for early voting for full time employees. The trustees discussed this. They decided this would fall under the discretion of the Director, and does not need a motion.

M(BR) S(AK) P: TO ACCEPT THE DIRECTORS REPORT AS PRESENTED.

Sarah C. reported that a current PR/Marketing consultant for the Library will be hired as a Public Information Specialist employee, as approved by Civil Service. There is no active list for this position. She will be hired provisionally, part-time. She will need to take the test when it becomes available. The trustees will need to approve her provisional appointment at the December meeting.

TREASURER'S REPORT:

M (BR) S (JS) P: TO ACCEPT THE SEPTEMBER 30, 2020 TREASURER'S REPORT OF \$169,954.04 IN THE OPERATING ACCOUNT, \$303,820.58 IN THE CAPITAL ACCOUNT, \$439,580.03 IN THE MONEY MARKET ACCOUNT, \$21,223.44 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (BR) S (SB) P: APPROVE FOR PAYMENT WARRANTS 2A AND 3(SEPT. 17 - OCT.14) OF \$96,468.05 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

NEW BUSINESS:

FOL: Tracey reported the Friends received a large volume of donations. They do have a book distributor that they donate what they don't want/can't use. We do have a cart outside the Library to sell FOL items. Since it is on the honor system, it seems that people are donating more than usual. That has been very

well received by the community and Tracey and Sarah C. are looking at ways we can continue to offer this throughout the winter.

Sarah C., Tracey and Gail Brown will be having a meeting this coming week for a possible FOL fundraiser to help fund a book author virtual visit.

The winter boutique has been cancelled.

They have done very well with the membership drive. The community is being very generous this year.

COMMITTEE REPORTS:

Finance: did not meet

Personnel: Did not meet, but did discuss the personnel issue re: provisional appointment as discussed above.

Facilities: The committee has been given provisional approval to continue installing the parking lot lighting. Lance and others have started the work for this installation.

Grants Update: The boiler has been ordered, but has a 4 week lead time. There is a slight chance we may have to close, depending on the weather.

Since we would still have additional monies left from this grant that would need to be spent before June 2021, Sarah C. spoke with Architect Paul Mays for his suggestions. He suggested the front glass windbreak be replaced with a more permanent and larger entryway, that would be more energy efficient. Sarah C. and Tracey have been looking at different ways to allow patrons to browse and/or self-checkout.

POLICY COMMITTEE: The Covid Policy has been changed to allow the Library to ask for a negative test or 14-day quarantine from the date of exposure before allowing the employee back to work. Approval to return to work will be based on the information provided. The trustees discussed this. It was suggested that “or a doctors note” also be included.

M(AK) S(JS) P: TO ADOPT THE COVID-19 POLICY AS PRESENTED.

Alan reported the committee has been working on the Ethics Policy. They looked at several other Library ethic policies before putting this one together. Alan pointed out several aspects of the draft policy, and the trustees discussed at length. It was decided to remove section 8 and approve the rest of the policy. Section 8, concerning running for another political office, while a sitting trustee for the Library, can be sent back to committee, and revisited at a future time.

M(SB) S(BH) P: TO ADOPT THE RE-WRITTEN ETHICS POLICY, WITH THE EXCLUSION OF THE PREVIOUSLY MENTIONED LANGUAGE REGARDING RUNNING FOR ANOTHER POLITICAL OFFICE.

STRATEGIC PLANNING: Janna reported that the committee did meet last week. Due to Covid, this plan has gathered some dust. Sarah C. updated the trustees aftering speaking with Tim at UHLS concerning having a staff virtual forum, for their input. Tim and Mary will work out the logistics for accomplishing this. Once the staff forum is completed, the committee will draft a plan, based on all the responses.

OLD BUSINESS

Covid 19

Sarah C. reports that we are being asked by the State for another policy outlining which employees are essential and how we would deal with another shutdown, should that happen. UHLS is working on a template for this. We will customize it for our needs, and have it ready at the start of the new year, if not earlier.

NEW BUSINESS

No new business

No public comments

No need for Executive Session

Next meeting is December , at 7pm

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

M(BR) S(AK) P: TO ADJOURN AT 8:20 pm

Respectfully Submitted,

Sarah Clark, Clerk