

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL BOARD OF TRUSTEES MEETING
7 December 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) S(JS) P: Motion to adopt October 26, 2020 minutes. Trustees requested that the (2) Sarah's be identified in the minutes with their last initials, Sarah B. and Sarah C.

DIRECTORS REPORT:

Sarah Clark reported that curbside service seems to be increasing, and in-person seems to be slowing. The UHLS budget is where the Library is going to see an impact from NYS budget cuts. They are asking all of the member libraries for a 5% (approx. \$600) cost increase for the next year. UHLS staff and services are taking cuts as well. The other budget that we benefited from is the Central Library Fund, from the Albany Public Library. They will be cutting Ancestry from our collection. The member Libraries are looking into what the cost would be to purchase this. Sarah C. explained that databases overall have increased their prices. She reported that she is working with other Directors, looking into purchasing databases as a group. Sarah C. assured the trustees that she is working to be budget neutral, and shifting money from under-used databases to virtual areas that are needed at this time.

Sarah C. requested that the trustees think about anyone that they know that might be interested in a volunteering opportunity, the FOL is always looking for new members.

The trustees discussed these issues.

Sarah C. reported that, while budget issues have made things difficult, we are still able to move ahead with grant projects.

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

TREASURER'S REPORT:

M (BH) S (BR) P: TO ACCEPT THE DECEMBER 7, 2020 TREASURER'S REPORT OF \$185,320.53 IN THE OPERATING ACCOUNT, \$303,820.58 IN THE CAPITAL ACCOUNT, \$1,339,777.62 IN THE MONEY MARKET ACCOUNT, \$21,227.93 IN THE DONATIONS ACCOUNT.

WARRANTS:

M (SB) S (BH) P: APPROVE FOR PAYMENT WARRANTS 3A (OCT.15 - DEC.7) OF \$42,375.70 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: Tracey reported the Friends are looking for new members. Would like people who are interested in working on the board. March is the end of their terms, so new officers would be needed by April.

The book sale cart is thriving.

The FOL will not be accepting book donations until next spring.

COMMITTEE REPORTS:

Finance: Did not meet

Personnel: Did not meet

Facilities: Sarah C. gave an update on the boiler replacement. It is moving very slowly due to covid. Before the boiler installation, we are having a water softener installed. The two companies are working together. Because this project has extended into colder months, we may need to shut down for a day or two, when the boilers are swapped.

The Pat Fahy grant is still moving along slowly, but steadily.

Sarah C. talked about the front entrance project, to improve both energy efficiency and for ease of access. Paul Mays has provided several sketches for this project, showing different ways the space can be used.

Policy: Sarah C. reported that after their last meeting, the committee has reworked the Ethics Policy. The trustees discussed the policy as presented. Bryan suggested a change to the wording, which was agreed to by all present.

M(AK) S(BH) P: TO ACCEPT THE ETHICS POLICY, AS AMENDED.

Alan reported that the committee is still working on a Social Media Policy. He explains there are several areas that the entire BOT will need to discuss, such as how we view social media, the purposes and scope. The trustees discussed how the Library currently uses social media, and how they envision future use. The Policy Committee felt the discussion was helpful, and will continue to work on this policy.

Strategic Planning: Sarah C. reported that UHLS is, at this moment, holding a focus group with staff for strategic planning. It will be a few weeks until UHLS can compile the anonymous results. Sarah C. will forward the results to the BOT when she receives them.

Janna asked the trustees if they felt that, since this planning had started before Covid, the Library should do another survey online, asking if community members' thoughts had changed since the pandemic. The trustees discussed this and felt it was a good suggestion. The committee will work on putting some questions together for this.

Covid-19 Update: Sarah C. reported that, as we all know, the Capital District is currently experiencing a surge in covid cases. She feels that, unless we are shut down completely by mandate, we would be able to continue offering curbside services. She has prepared a plan, should we need to rollback in-person services. Various libraries and school districts have their own metrics for when/where/how to operate during this pandemic. Sarah C. explained that she would suggest the following steps: rollback the computer services first; then in person browsing; then minimize staff in the building. Curbside service would continue until/unless the Library is shut down by the State. The trustees discussed these suggestions, as well as what metrics should be used to trigger rollbacks. The trustees feel that using the Voorheesville School District plan as a model would be the best option, to make it more cohesive and easily understood in our community.

Sarah C. also reported that UHLS, based on new studies showing the time the virus can survive on surfaces, is considering shortening the item quarantine to 72 hours, which would shorten the delivery

time. The trustees agreed this would be fine. Sarah C. will put this all together and distribute it to the BOT.

NEW BUSINESS

Public Information Specialist: Jeanne Bianchine, who has been a consultant to the Library since 2017, has been hired as a public information specialist. She understands that she will need to take the civil service test, when next given, to qualify for this permanent position. This is a new position, and thus will need a motion.

M(BR) S(BH) P: TO CREATE THE POSITION OF PUBLIC INFORMATION SPECIALIST, USING THE SPECIFICATIONS PREVIOUSLY DISCUSSED, AND TO HIRE JEANNE BIANCHINE FOR THIS POSITION.

Trustees looked over and made several changes to the 2021 BOT meeting schedule, as well as the 2021 holiday schedule. Sarah C. will make all changes, and forward revised schedules to the BOT.

Sarah C. reported that Tracey has been appointed to the UHLS committee on antiracism. Since she also sits on the Library Policy Committee, Sarah C. would like to have her report progress on this during BOT meetings. The trustees discussed this. Bryan suggested that Sarah C. include this as a recurring item on agendas and administrative reports, and label it E, after the FOL report, with an allotted time of 3 minutes. Sarah C. would like to include Juneteenth to the Library holiday schedule. She feels the Library should be a leader in sharing an understanding of this day, as well acknowledging its importance. The trustees discussed this. Sarah C. will look into what other libraries are doing for Juneteenth, as well as how they deal with holidays that fall on weekends.

All meetings will be held virtually for the foreseeable future.

No public comments.

No executive session.

Next meeting will be January 25, 2021

M(JS) S(BH) P: TO ADJOURN AT 8:36 pm

Respectfully Submitted,

Sarah Clark, Clerk