

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
VIRTUAL BOARD OF TRUSTEES MEETING  
25 January 2021

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

Others Attending: Tracey Pause, Assistant Director, Adam Stump, Treasurer, Alan Walther, Bonadio Group

Excused:

Call to order 7:03 pm

No public comments

**Review of Minutes:** M(AK) S(BH) P: Motion to adopt 7 December, 2020 minutes.

**Bonadio Group Presentation**

Alan Walther, partner with the Bonadio Group, presented the draft results from the annual audit. The summary of the overall audit result is that the generally accepted accounting principles is unmodified, which is the highest level of assurance given to financial statements. Also, internal controls given over financial reporting, no material weaknesses were identified. There were no significant deficiencies reported, and there were no instances of non-compliance. Overall, the audit results were very favorable. The trustees listened to and discussed the report from the Bonadio Group/

**DIRECTORS REPORT:**

Sarah Clark reported that curbside service continues to increase, and in-person seems to be slowing. After the first few weeks of allowing only Voorheesville card patrons to reserve in-house browsing time slots, we have turned away a number of Bethlehem and Guilderland patrons. Sarah C. would like to continue this practice.

Sarah C. also shared Overdrive and Hoopla statistics - e-books continue to perform well. Audiobooks seemed to have plateaued.

Sarah C. shared that AARP is not doing the tax preparation services this year. She asked that the trustees let her know if they hear of any organization providing tax services for the public. The trustees discussed this, and offered some suggestions.

Sarah C. discussed the pandemic policy draft, which she has also shared with the policy committee. This needs to be submitted to NYS by April 1st. This was discussed by the trustees.

Sarah C. also shared that she had been contacted by Senator Hinchey's office, asking that we keep them apprised of any special events that they might be able to attend.

**M(SB) S(BH) P: TO ACCEPT THE DIRECTORS REPORT AS PRESENTED**

**TREASURER'S REPORT:**

**M (JS) S (BH) P: TO ACCEPT THE 25 JANUARY 2021 TREASURER'S REPORT OF \$104,587.78 IN THE OPERATING ACCOUNT, \$271,007.58 IN THE CAPITAL ACCOUNT, \$1,240,274.25 IN THE MONEY MARKET ACCOUNT, \$21,192.89 IN THE DONATIONS ACCOUNT.**

**WARRANTS:**

**M (BH) S (BR) P: APPROVE FOR PAYMENT WARRANT 4 OF \$57,441.06 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**FOL:** Tracey reported the Friends did not meet in December, The next meeting is on February 1st. The book cart is doing well. Sarah C. and Tracey will be meeting with the FOL treasurer to discuss funding for the upcoming year. The FOL is still looking for new members.

**Anti Rascism Task Force:**

Tracey reported the meeting was last week. The listserv is live. There were 40+ members at that time. They are working on a system wide event, such as a virtual book discussion, through UHLS. They are also looking into Project Ready, which deals with racial equity. Tracey is participating in this task force, and will be reporting directly back to the trustees. The trustees discussed this initiative.

**COMMITTEE REPORTS:**

**Finance:** We are at the 6 month mark. Adam and Stacy have worked together to put together a budget, taking into consideration encumbrances carried over to supplement this year's budget. Since we are still trying to outfit employees who are working from home, including mics and speakers for meetings and training. Sarah C. would like to repurpose older laptops for patron/student use. Another area where funds can be carried over is programming. Many programs were postponed or cancelled altogether. The Librarians would like to focus left over book and periodical funds on e-content, which is where the need is greatest. The trustees discussed these issues, and asked many questions. Alan will add technology maintenance and/or refreshes to the policy committee agenda. Sarah B. asked about security issues with these changes. Bryan suggested asking David Gibson to assist on the policy committee, in relation with security concerns. The trustees felt this would be helpful. Sarah C. will speak with the technology team about where they are right now, and where they feel they would need assistance.

**M(BR) S(JS) P: MOTION TO CARRY OVER \$5,554.00 FROM THE 2019-2020 TECHNOLOGY BUDGET LINE TO INCREASE THE 2020-21 TECHNOLOGY EQUIPMENT BUDGET LINE.**

**M(JS) S(BH) P: MOTION TO CARRY OVER \$2,735.00 FROM THE 2019-20 SPECIAL PROGRAMS BUDGET LINE TO INCREASE THE 2020-21 OPERATING BUDGET.**

**M(BH) S(SB) P: MOTION TO CARRY OVER \$10,600.00 FROM THE 2019-20 BOOKS BUDGET LINE TO INCREASE THE 2020-21 BOOKS BUDGET LINE.**

**M(BH) S(JS) P: MOTION TO CARRY OVER \$6,686.00 FROM THE 2019-20 PERIODICALS BUDGET LINE TO INCREASE THE 2020-21 BUDGET LINE.**

**Personnel:** Did not meet

**Facilities:** Sarah C. reported that the boiler replacement is almost done. RMB installed fittings for the water softener, which will need to go out for 3 quotes, since it is estimated over \$5,000.

Sarah C. reported that she has been in contact with Paul Mays to see what our next step is for the entryway improvements. He would be willing to meet with the BOT, if they would like.

The state has given an overall one year extension for DLD grant money to be used. This means we don't need to rush as much to get it all done by spring.

The finance committee, which impacts the facilities committee, discussed hiring Paul Mays to do the full building plan. This would allow for better planning, in the event we ever come up with money that needs to be spent on a deadline.

The lighting is moving slowly. Lance is coordinating this project, and it is expected to be implemented in early spring.

**Policy:** Alan reported that Sarah C. has distributed a draft social media policy. The trustees discussed this draft, and felt it was well done.

**M(AK) S(BH) P: MOTION TO ADOPT THE SOCIAL MEDIA POLICY WITH THE ASSUMPTION THAT ANY TECHNICAL OR GRAMMATICAL ADJUSTMENTS, THAT ARE POINTED OUT BY MEMBERS OF THE BOARD OF TRUSTEES, WILL BE MADE BEFORE THE POLICY IS POSTED.**

Alan reported that a technology policy will be the next policy the committee is planning to work on.

**Strategic Planning:** Janna. reported that there is a Google document, with a goal to create a supplemental survey, so the BOT can take into account changes patrons may feel are important.

The committee discussed the results of the UHLS discussions with staff and patrons.

**Covid-19 Update:** Sarah C. reported that NYLA is lobbying to have Librarians included in one of the earlier groupings of people eligible for covid vaccines.

Alan asked about the status of the Ancestry application. Sarah C. responded that if you have a NYS Public Library card, you can get Ancestry at home.

## **NEW BUSINESS**

No new business.

No public comments.

No executive session.

Next meeting will be February, 2021

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

Respectfully Submitted,

Sarah Clark, Clerk