

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
VIRTUAL BOARD OF TRUSTEES MEETING  
17 May 2021

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:** 26 April 2021 minutes adopted as presented.

**M(JS) S(BH) P: TO ACCEPT THE 26 APRIL MINUTES AS PRESENTED.**

**M(SB) S(BH) P: TO ACCEPT THE AMENDED MINUTES FROM THE MARCH 6 MEETING.**

**DIRECTORS REPORT:**

Sarah C. shared with the trustees a comment about a recent kids book/author discussion/visit. She explained that we have had such good feedback from parents on these author visits, that we will be continuing the virtual discussions after covid restrictions are lifted.

The drive thru family storytime was nominated for, and won, the UHLS Program of The Year Award.

Anyone interested can watch the budget vote virtually. They are expecting results by 9:30pm.

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

Bryan asked Sarah C. about an incident with a patron disagreeing with the Library Covid Policy. Sarah C. explained that she had since found out that the patron had just been at the Bethlehem Library, repeating the same arguments, and had been removed from their premises.

Personnel: Nothing to report.

**TREASURER'S REPORT:**

**M (JS) S (BR) P: TO ACCEPT THE 30 APRIL 2021 TREASURER'S REPORT OF \$97,222.28 IN THE OPERATING ACCOUNT, \$258,505.58 IN THE CAPITAL ACCOUNT, \$960,972.34 IN THE MONEY MARKET ACCOUNT, \$21,249.04 IN THE DONATIONS ACCOUNT.**

**WARRANTS:**

**M (BR) S (SB) P: APPROVE FOR PAYMENT WARRANTS 10A and 11 (COMBINED APRIL 20 - MAY 12, 2021) OF \$37,506.20 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**FOL:** Tracey reported the FOL has opened Encore!books. They did over \$500 the first week. They are still looking for volunteers. They are open Tuesdays and Thursdays for the summer. They are accepting donations. Their annual meeting will be virtual, June 7, at 7pm.

**Anti Racism Task Force:**

Tracey reported that they are still working on a system-wide large author event, with Grethchen Sorin, the author of “Driving While Black”.

**COMMITTEE REPORTS:**

**Finance:** Did not meet

**Personnel:** Did not meet

**Facilities:** Belinda reported that the committee discussed the layout for the front vestibule construction project. They discussed the grant money, and possible uses, including reading nooks. The architect would like to put both of these projects out for bid at the same time.

**Policy:** Alan reported that the committee met to discuss the consolidation of the social media use policy, as well as going over a sample liability waiver for bicycle use, obtained from Ten Eyck Insurance. The latter has been forwarded to the Library attorney for review.

The committee looked at creating a technology policy. Alan estimated it would probably take about 2 months to develop this.

**Strategic Planning:** Janna reported that Sarah C. had sent a draft strategic plan to the committee. They will have more information next month.

**Old Business**

Bryan asked about the dedication for the past Director. Janna had no new information on this. Tracey offered to contact the FOL to get an update.

**Covid-19 Update:** Sarah C. reported that she and Tracey have been meeting to discuss the ever changing covid situation. Starting June 1st we will be reinstating fees for fax/copy/etc. Since we need to meet New York State minimum hour requirements, we will be starting walkins and curbside earlier (at 10am), no appointments Monday through Friday. Saturday will still be an appointment only day. We now have 3 Full time employees that are back in the building full time. We are still trying to maintain 6 ft distance, so not all employees are expected to return anytime soon. Starting July 6, Saturdays will change over to walkin. Building capacity is also being considered/upgraded. We will be using this model for the summer, and starting in September things will start to be more “normal”.

The trustees discussed these plans, as well as the newest CDC and NYS guidelines.

**M(BR) S(AK) P: AS OF WEDNESDAY, MAY 19, 2021, WE WILL NO LONGER MANDATE MASK USAGE FOR VACCINATED PATRONS. WE WILL MANDATE MASK USAGE FOR UNVACCINATED PATRONS. WE HIGHLY RECOMMEND MASK USAGE FOR ALL PATRONS, REGARDLESS OF VACCINATION STATUS.**

**M(BR) S(AK) P: STAFF WILL BE REQUIRED TO WEAR A MASK WHILE ON DUTY IN THE LIBRARY UNTIL THE BOARD OF TRUSTEES SETS FURTHER POLICY OR THERE IS ADDITIONAL LAWS THAT WE NEED TO BE IN COMPLIANCE WITH.**

**M(BR) S(AK) P: LIBRARY PERSONNEL SHALL NOT INQUIRE AS TO A PATRONS VACCINATION STATUS.**

Sarah C. asked the trustees to think about the Summer Reading Programs that are scheduled to be held outdoors, in person, this summer. She would like some guidance on how the new CDC/NYS guidance will impact us. The trustees discussed this and feel that things are moving too swiftly to make any decisions for programs that are still 2 months away.

#### **NEW BUSINESS**

The trustees discussed meeting in person for the June meeting. It was decided that this meeting would be combined with a BBQ and held outside.

The trustees noted the budget numbers provided by Sarah C.:

The 2021-22 budget was developed without a tax levy increase. The tax levy this year was \$1,174,316.00. In addition to that we have an assortment of other revenues, which totals \$1,195,236.00 operating budget, which is \$54,868.00 under the tax cap.

Sarah B. asked where we will be storing the bicycles that are being donated from the VCSF. Bryan suggested that this be looked at.

No public comments.

No executive session.

Next meeting will be held on Monday, May 17

M(JS) S(BR) P: TO ADJOURN AT 7:50 pm

Respectfully Submitted,

Sarah Clark, Clerk