

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
26 July 2021

Attending: Alan Kowlowitz, Sarah Brunt, Janna Shillinglaw, Belinda Heckler, VP; and Sarah Clark, clerk
Others Attending: Tracey Pause, Assistant Director; Marielle McKasty-Stagg, incoming trustee

Excused:

Call to order 7:02 pm

No public comments

Review of Minutes: 28 June 2021 minutes adopted as presented.

MOTION (AK) SECOND (JS) PASSED: TO ACCEPT THE 28 JUNE MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. went over the July statistics. July was the busiest month since we started to re-open.

Sarah C. explained that, based on the answers to our last survey, we do not seem to be getting the word out on programs and services currently available at the library. Our current process for creating marketing for programs is complicated and confusing. She would like to hire an organizational consultant to guide our PR & marketing team through a Kaizan to improve this process. This would take place while the library is open, over the course of 2 days, prior to the staff development day. Sarah C. asked the trustees to consider carrying money over from last year's unused Travel and Training budget to fund this workshop. The trustees discussed this.

MOTION (JS) SECOND (AK) PASSED: TO CARRY OVER \$2,000 FROM THE 2020-2021 TRAVEL AND TRAINING BUDGET LINE TO INCREASE THE 2021-2022 TRAVEL AND TRAINING BUDGET LINE.

Personnel: Sarah C. reported that she and Tracey will be starting staff evaluations on Tuesday, 7/27. They will be scheduling evaluations by anniversary month, so as not to be overwhelmed all at once. These will be baseline evaluations, using standardized forms.

Sarah C. shared that she has been using due diligence in getting comparison rates from various insurance companies. Ten Eyck, our current broker, has notified the library that they may need to raise our health care rates by 20%. This was discussed by the trustees. Sarah C. will update the trustees as needed.

Sarah C. told the trustees that there was a cyber security training program planned for staff on Tuesday, 7/27. The training will be provided by IT Specialist John Love and Librarian Colleen Ellithorpe. The program will be recorded for future employees.

TREASURER'S REPORT:

MOTION (JS) SECOND (SB) PASSED: TO ACCEPT THE 30 JUNE 2021 TREASURER'S REPORT OF \$8,371.25 IN THE OPERATING ACCOUNT, \$257,264.58 IN THE CAPITAL ACCOUNT, \$861,198.46 IN THE MONEY MARKET ACCOUNT, \$21,254.82 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (SB) SECOND (JS) PASSED: APPROVE FOR PAYMENT WARRANTS 12A AND 1 (COMBINED JUNE 25, 2021 THRU JULY 23, 2021) OF \$31,420.39 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: Tracey reported the FOL did not meet in July. The annual book sale is scheduled to begin September 23. They are in good shape, donation wise.

Janna shared that the garden dedication for Gail Sacco was completed this month. A small group, including Gail, had a sign unveiling for both dedication signs. Janna asked that we include this information on our social media account. Sarah C. will look into getting this done.

Anti Racism Task Force:

Tracey reported that the taskforce are planning to become a committee, via UHLS. Tracey has committed to 2 years on this committee. There will be digital learning programs for staff to log into at their convenience.

The "Driving While Black" movie/book virtual program has over 60 registered participants. The program will include Q&A with the author, Grethchen Sorin, and the producer, Eric Burns. Funding is through a Mellon Grant and UHLS. The Library still has copies of "Driving While Black".

COMMITTEE REPORTS:

Policy: Alan reported the draft technology policy needs to have cyber security included. The trustees discussed this, but decided it needed to go back to committee for further discussion.

Finance: The portal for NYS Department of Library Development is now open. The finance committee would like to ask for 3-4 hundred thousand dollars. The Library would be responsible for a 50% match.

Personnel: Did not meet

Facilities: We currently have 2 grants to help with our renovation. Sarah C. is currently working with architect Paul Mays. Sarah C. shared a slideshow of what the small addition will look like. There are several options connected with the renovation, and price ranges associated with each option. Alan suggested that, if we ask DLD for grant money, and don't get it all, we should have a priorities list of what wants/needs to be done first. Paul is tentatively scheduled to attend the September BOT meeting.

MOTION (BH) SECOND (JS) PASSED: TO MOVE \$10,000 FROM 2020-21 FURNITURE AND FIXTURES BUDGET LINE TO THE 2021-22 FURNITURE AND FIXTURES BUDGET LINE.

Strategic Planning: Did not meet

Old Business

COVID Update: We are still moving along, slowly getting back to normal. Hours will further increase in September . We are having small, outdoor programs. We hope to open up to public, indoor meetings in October

Sarah C. shared that she has tentatively scheduled a staff training day for November 19. It will include cpr & first aid, as well as other training tbd.

New Business

The trustees introduced themselves to the new member, Marielle McKasty-Stagg.

Annual Organizational Motion

MOTION (AK) SECOND (JS) PASSED: TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY.

MOTION (JS) SECOND (BH) PASSED: TO DESIGNATE TD BANK OF THE VOORHEESVILLE PUBLIC LIBRARY.

MOTION (BH) SECOND (JS) PASSED: DESIGNATE THE BONADIO GROUP AS OUTSIDE AUDITOR.

MOTION (SB) SECOND (BH) PASSED: TO DESIGNATE PAYLOCITY AS THE LIBRARY'S PAYROLL PROVIDER

MOTION (AK) SECOND (JS) PASSED: TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF \$310.00

MOTION (JS) SECOND (BH) PASSED: TO AUTHORIZE THE FINANCIAL OFFICER OR THE DIRECTOR TO APPROVE BI-WEEKLY WARRANTS TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.

MOTION (AK) SECOND (BH) PASSED: MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH, WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.

MOTION (JS) SECOND (SB) PASSED: TO DESIGNATE ADAM STUMP AS TREASURER OF THE BOARD OF TRUSTEES.

Officer Nominations

MOTION (JS) SECOND (SB): TO NOMINATE BELINDA HECKLER AS PRESIDENT OF THE BOARD OF TRUSTEES.

**MOTION (BH) SECOND (JS): TO NOMINATE ALAN KOWLOWITZ AS VICE PRESIDENT
OF THE BOARD OF TRUSTEES.**

No public comments.

No executive session.

Next meeting will be held on Monday, September 27, 2021

MOTION (AK) SECOND (JS) PASS: TO ADJOURN AT 8:45 pm

Respectfully Submitted,

Sarah Clark, Clerk