

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
28 June 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 7:16 pm

No public comments

Review of Minutes: 17 May 2021 minutes adopted as presented.

MOTION (BH) SECOND (AK) PASSED: TO ACCEPT THE 17 MAY MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. shared that we did 56 curbside deliveries and had 1,257 visitors. The Library now has several new online offerings: Kanopy- offers the Great Courses, kids programming, and a variety of other streaming shows; Creative Bug - has online tutorials and crafty shows; Ancestry - will be offered at home until December, and then just in building use.

We have received the (4) bikes, donated from the Voorheesville Family Bicycling Day group. We have made it through the funding part of the SAM Grant application.

The Local History Walk has been very well received. These will continue into the Fall. The leader will transition from Dennis Ulion to Dennis Sullivan as the summer progresses.

We will be having cyber security and ransomware training for staff in July, led by Colleen and John Love.

Sarah and Stacy are currently shopping for better building and health insurance pricing. Ten Eyck was not clear on what they offered for cyber security insurance. Bryan suggested a policy, to be looked at approximately every 3 years. Alan suggested the Library should run a ransomware (spear phishing) attack to practice.

MOTION (BH) SECOND (JS) PASSED: TO ACCEPT THE DIRECTORS REPORT AS PRESENTED.

Personnel: Nothing to report.

TREASURER'S REPORT:

MOTION (JS) SECOND (BH) PASSED: TO ACCEPT THE 31 MAY 2021 TREASURER'S REPORT OF \$111,545.12 IN THE OPERATING ACCOUNT, \$258,140.58 IN THE CAPITAL

ACCOUNT, \$861,092.30 IN THE MONEY MARKET ACCOUNT, \$21,252.20 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (BR) SECOND (JS) PASSED: APPROVE FOR PAYMENT WARRANTS 11A AND 12 (COMBINED MAY 13, 2021 THRU JUNE 24, 2021) OF \$57,368.76 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: Tracey reported the FOL has opened Encore!books. The plans for the Annual Book Sale are going great! The FOL are hopeful about holding a Winter Boutique. They held their annual meeting virtually, and voted on 2021 officers.

Anti Racism Task Force:

Tracey reported that they are planning to become a committee, via UHLS.

The “Driving While Black” movie/book virtual program will happen at the end of August. 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 will be receiving 100 copies of “Driving While Black”.

COMMITTEE REPORTS:

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: Architect Paul Mays is helping with the grant narrative, for the NYS DLD Grant application, as well as the State and Municipal Facilities program grant.

Policy: Alan proposed to adopt the bike waiver policy as written. There will be a (2) week loan limit.

MOTION (AK) SECOND (BR) PASS: TO ACCEPT THE BIKE WAIVER, AS WRITTEN BY ROBERT SCHOFIELD OF WHITEMAN, OSTERMAN, AND HANNA.

MOTION (AK) SECOND (BH) PASS: TO ACCEPT THE APPROPRIATE IS OF TECHNOLOGY POLICY AS PRESENTED.

Strategic Planning: Did not meet

Old Business

The new covid updates are: Increase number of patrons in the building up to 20, for up to an hour. Also, increase the computer use time limit to 60 minutes.

Staff may choose to be unmasked in non-public areas of the Library. The entryway questionnaire will no longer be required.

MOTION (BR) SECOND (AK) PASSED : TO EMPOWER THE DIRECTOR TO CHANGE THE MASK AND LIBRARY COVID-19 POLICY AS SHE SEES FIT, IN ACCORDANCE WITH CURRENT CDC AND NYS POLICY.

Should such a change be needed, the Director will notify the BOT as soon as possible, via email.

Covid-19 Update: Sarah C. reported that she and Tracey have been meeting to discuss the ever changing covid situation. The next change in service hours is scheduled for after Labor Day weekend. The new hours will be M,T,W: 9:30 - 9; TH & F: 9:30 - 6; Sat - 10-4; and Sun - 1-4.

Merv-13 filtration has been enabled in our new HVAC system.

In person programming will begin in September. This could pivot to virtual as needed. Plans include allowing up to 20 persons in the community room.

We do currently have some in person programming over the summer.

There are (2) staff training days coming up this fall: CPR/First Aid and Active Shooter. These could be combined to be a full day, or split for (2) half days.

No public comments.

No executive session.

Next meeting will be held on Monday, July 26

MOTION (BR) SECOND (JS) PASS: TO ADJOURN AT 8:28 pm

Respectfully Submitted,

Sarah Clark, Clerk