

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
27 September 2021

Attending: Belinda Heckler, VP, Alan Kowlowitz, Sarah Brunt, Janna Shillinglaw (attending virtually), Marielle McKasty-Stagg; and Sarah Clark, clerk

Others Attending: Tracey Pause, Assistant Director

Excused:

Call to order 7:00m

No public comments

**Review of Minutes:** 26 July, 2021 and 9 September, 2021 minutes adopted as presented. The Trustees discussed the 26 July minutes, as pertaining to the library PR for programming. It was noted that the July discussion was not a criticism of library public relations, but just a statement of fact, that we need to work harder to get the message out to the community.

**MOTION (AK) SECOND (MMS) PASSED: TO ACCEPT THE MINUTES FOR BOTH MEETINGS AS PRESENTED.**

**DIRECTORS REPORT:**

Sarah C. shared she has met with two insurance companies to discuss liability and cyber coverage. She has chosen Ten Eyck Insurance. Sarah C. said Ten Eyck had also given some suggestions for lowering our premiums in the future, including having a continuity of operations plan, in the event of an emergency. Trustee Marielle has contacted and will be assisting Sarah C. concerning health insurance.

The technology team is testing fobs for security purposes. They are also looking at free applications and soft tokens.

Staff development day is planned for November 18, 2021.

Tracey will be attending the PR development training planned for October 19 & 20. She will be participating in this Kaizen method class as a “train the trainer”, for future use.

UHLS has a new mobile app. It is much improved from the previous version.

Kanopy - we need to get the word out for this service. UHLS is considering purchasing this next year for all member libraries.

The annual audit will be starting October 18. It will be both virtual and in person.

Sarah C. requested that the library be closed on Sunday, December 26. The trustees discussed this and agreed, since it is only a loss of 3 hours of service.

Personnel Report: Nothing to report.

**TREASURER'S REPORT:**

**MOTION (SB) SECOND (MMS) PASSED: TO ACCEPT THE 31 JULY 2021 TREASURER'S REPORT OF \$11,557.94 IN THE OPERATING ACCOUNT, \$245,634.06 IN THE CAPITAL**

**ACCOUNT, \$781,297.98 IN THE MONEY MARKET ACCOUNT, \$21,257.53 IN THE DONATIONS ACCOUNT.**

**MOTION (SB) SECOND (MMS) PASSED: TO ACCEPT THE 30 AUGUST 2021 TREASURER'S REPORT OF \$20,668.28 IN THE OPERATING ACCOUNT, \$245,634.06 IN THE CAPITAL ACCOUNT, \$701,387.98 IN THE MONEY MARKET ACCOUNT, \$21,260.24 IN THE DONATIONS ACCOUNT.**

**WARRANTS:**

**MOTION (MMS) SECOND (SB) PASSED: APPROVE FOR PAYMENT WARRANTS 1A AND 2 (COMBINED JULY 24-SEPTEMBER 17, 2021) OF \$46,402.56 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**FOL:** Tracey reported the FOL had a very successful book sale, earning close to \$4,000 for the weekend. Boxes of unsold books were given to the Bulk Book Warehouse, to clear out space for next year. The FOL will get a small percentage back from the sale of these books.

The next project is the winter boutique in early December. They are looking at alternative locations, as our community room is not large enough for shoppers to socially distance.

The Antiracism Task Force will transition to Racial Equity Committee in October, pending approval by the UHLS Directors. Tracey will be on the committee, which will have term limits. The committee will be holding a learning circle in October, as well as attending various training with UHLS.

Voorheesville was well represented for the “Driving While Black” program.

**COMMITTEE REPORTS:**

**Finance:** Did not meet

**Personnel:** Did not meet

**Facilities:** DLD paperwork is done and will be delivered on Tuesday. We have been pre-approved for 43% of the project at this point. This amount may increase as the year progresses. Trustee Belinda read aloud the assurances portion of the grant application. The trustees discussed, and approved. The assurances are attached to the official file copy of these minutes.

**MOTION (AK) SECOND (JS) PASS: TO ADOPT THE LANGUAGE FROM THE “ASSURANCES: STATE AID FOR LIBRARY CONSTRUCTION PROGRAM” AS READ ALOUD. THE ASSURANCES ARE ATTACHED.**

**Policy:** Alan shared that the technology policy discussion will be postponed to prioritize developing a continuity of operations plan.

**Strategic Planning:** Sarah C. shared that a lack of communication seems to be the problem, and will be the future focus.

**Old Business**

Covid 19 Update: There are (2) staff members waiting for covid test results for in-house family members.

Staff Development Day - Sarah C. shared some tentative plans for November 18 staff training day.

Architect Paul Mays will be visiting virtually to update staff on the building addition. EAP will be

providing a program on how to best deal with mental illness issues. During lunch, a creative craft will be offered. The IT team will be doing a program on how to back up your technology. Tracey will provide a short report on the Kaizen workshop. EAP will present a program on effective communication. The day will end at 4:30 with clean-up and the option to meet up for refreshments at another location.

**New Business**

The trustees voted to accept the July nominations for officers.

MOTION(SB) SECOND (MMS) PASS: TO ACCEPT THE NOMINATED SLATE OF OFFICERS AS PRESENTED. BELINDA HECKLER AS PRESIDENT, ALAN KOWLOWITZ AS VICE PRESIDENT. THESE TERMS WILL RUN UNTIL JUNE 30, 2022.

The trustees made the following appointment to committees:

Finance - Belinda and Alan

Personnel - Janna and Marielle

Facilities - Belinda and Janna

Policy - Sarah B. and Alan

Strategic Plan - Janna and Sarah B.

Sarah C., Tracey, and board treasurer Adam will also attend meetings as needed/requested, as will any staff member.

The trustees discussed the New York State open meetings law, which has extended until January 2022, the ability for the board of trustees to meet virtually. After some discussion, it was decided to meet virtually until January 2022, starting with the October 25 meeting.

No public comments.

No executive session.

Next meeting will be held on Monday, October 25, 2021

MOTION(AK) SECOND (SB) PASS: TO ADJOURN AT 8:30 P.M.

Respectfully Submitted,  
Sarah Clark, Clerk

**ASSURANCES: State Aid for Library Construction Program**

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
  - The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
  - The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.
  - For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
    - The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
    - The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
    - State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
    - Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.
  - The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) Grant funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.

OR

If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

The Library affirmatively states that each of the costs to be funded with grant proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:

- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (ie, must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer's warranty customarily provided with such product)
- Recurring maintenance fees
- Recurring repair costs
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance or training fees
- Internal labor costs
- Training end users

#### AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law 5273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Voorheesville Public Library at a legal meeting on  
27 September 2021.

Signature of President, Library Board of Trustees: Belinda L. Heckler

Name of President (type or print): Belinda L. Heckler