

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

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

Others Attending: Tracey Pause, Assistant Director; Paul Mays, Architect

Excused:

Call to order 7:00m

No public comments

Review of Minutes: MOTION (AK) SECOND (SB) PASSED: TO ACCEPT THE 27 SEPTEMBER, 2021 MINUTES AS PRESENTED.

Paul Mays Report: Provided an overview for upcoming projects. The first project to be reviewed was the “West Entry Renovations”. This would replace the current windscreen with an enclosed area. This project is partially funded by the DLD, and must be completed by June 2022.

Next discussed was the “Adult Reading Niche and Interior Renovations”, using SAMS grant money. This project will open up one of the front windows into a larger window opening, with a seating area. While keeping project accounts separate, they will be putting these projects out for bid as one project, with the contractor giving line bids for each phase. This project would also be completed by June 2022.

The last project discussed was the “Children’s Room Renovation”, using 2021 DLD grant money. This is the largest project planned to date. It will begin in July 2022, after the other two projects have been completed.

The trustees discussed various issues, including lead time for construction supplies, as well as rising costs and finances.

DIRECTORS REPORT:

Sarah C. shared that the annual audit is wrapping up. Bonadio representatives have been in the building all week. Trustees should be receiving their audit letters, with the exception of Marrielle, who was not a trustee during 2020.

Staff development day, November 18, is going to be a very busy day, with multiple trainings planned.

The Kaizan team met on the 19th and 20th. They did 2 full days with the facilitators. This training was to help staff deal with some complications and general planning issues for marketing/public relations.

We have 1 employee attending the NYLA conference in Syracuse.

Cyber Insurance Coverage- Alan had sent out an interesting article, highlighting some issues on this. One of the suggestions was to not talk publicly about what our coverage entails. Knowledge of the amount of coverage may make you a more attractive target. This area is rapidly changing, and the cost is not insignificant. More thought is needed on this and other options that may be available to us.

Personnel Report: Both of our maintenance staff are looking to retire this spring. They both recommended it be combined into a job for one person, to make it more desirable to candidates. Sarah C. asked the trustees to keep their ears open for someone that may be interested. The trustees discussed these issues.

TREASURER'S REPORT:

MOTION (JS) SECOND (SB) PASSED: TO ACCEPT THE 30 SEPTEMBER 2021 TREASURER'S REPORT OF \$157,596.49 IN THE OPERATING ACCOUNT, \$245,634.06 IN THE CAPITAL ACCOUNT, \$601,437.68 IN THE MONEY MARKET ACCOUNT, \$21,261.99 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (MMS) SECOND (JS) PASSED: APPROVE FOR PAYMENT WARRANT 2A AND 3 (COMBINED SEPTEMBER 18 THROUGH OCTOBER 14, 2021) OF \$27,303.98 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: Tracey reported the FOL had an official update from the book sale. The grand total for the booksale weekend is \$3,646.75. The Encore!Books shed total for May through September 9 was \$4,424.16. The book cart, from November to September, made \$1,487.71, Bulk Warehouse paid \$548.64. The total revenue for Nov-Sept. 9, was \$10,107.26. FOL is looking into other locations for the winter boutique, since the community room is too small to adequately socially distance. The next meeting is November 1, and will be virtual.

Tracey reported that the anti-racism task force has officially changed its name to Racial Equity Committee. The library community, including Sarah C., was able to listen to a recent speaker. We have another learning circle October 28 for librarians and library staff. We are currently looking for 2 more members. The collection audit is continuing.

COMMITTEE REPORTS:

Finance: Alan has been confirmed as the check signer for the library.

Personnel: Will be meeting to discuss remote work.

Facilities: Nothing to add to the report given by Paul Mays at the beginning of this meeting.

Policy: Alan shared that the committee had met to discuss a continuity of operations plan. They would like to add someone from the library staff to aid with this. They will meet again in November.

Strategic Planning: Nothing to report. Janna will coordinate a meeting.

Old Business

Covid 19 Update: Sarah C. shared that they are keeping an eye on the Albany County transmission rate. One of the first things we want to re-introduce is more seating. We have tentative plans to open our community room to outside groups in December. Some of our staff have begun getting booster shots. All staff and all visitors are still wearing masks.

Trustees discussed opening the directors office for tutoring appointments. The operations committee will discuss.

New Business

Sarah C. shared that one of our librarians, Gail Brown, was nominated for, and won, the NYLA Public Librarian of the Year Award. The award is typically given at the NYLA Conference but other arrangements will be made. Staff at Voorheesville will be having an ice cream social after the staff meeting on November 18 to celebrate this accomplishment.

No public comments.

No executive session.

Next meeting will be held on Monday, December 13, 2021 at 7pm

MOTION(AK) SECOND (SB) PASS: TO ADJOURN AT 8:24 P.M.

Respectfully Submitted,
Sarah Clark, Clerk