

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL
BOARD OF TRUSTEES MEETING
13 December 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

Excused:

Call to order 7:00m

No public comments

Review of Minutes: MOTION (AK) SECOND (JS) PASSED: TO ACCEPT THE 15 OCTOBER 2021 MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. shared that there has been a slight decline in in-person circulation, along with an increase in curbside. We think this is based on the rising numbers in Albany County. Our evening hours have been very quiet. Hopefully this will pick up in the future.

Beginning in January 2023 it's going to be a state mandate that all library trustees must get two hours of training each year. UHLS is already starting to prepare and will have a number of future training opportunities available. The Racial Equity Committee will be offering some training. Tracey will talk more about this later in the meeting. There will be a virtual meeting available on the night of our next board meeting, January 24, at 6:30 p.m., on supporting transgender and non binary employees, and what employers need to know. Sarah C. suggested that trustees might want to attend that program. There will also be training opportunities available for staff. UHLS received some ARPA money, and they have decided to focus that money toward digital equity for all libraries in the system. They're hiring a consultant, whose specialty is ADA compliant websites, to create a number of templates for any library that uses WordPress. Some of the funds will go for larger scale advertising that is not usually in the budget.

We are going to be applying for a listening technologies grant. Some of the seniors that come to the movies asked about a hearing loop, which is technology that people with a hearing aid can hook directly into. We are currently getting quotes. This grant would cover 50%, up to \$1,000.

Another update from UHLS, Ancestry is ending its at home use exception on 12/31/21. Ancestry.com is going away entirely for UHLS at the end of June 2022.

The audit is done. The Bonadio Group is scheduled to present their findings to the board in January 2022. The library staff has adopted a holiday family again this year. Tracey has been organizing this, as she does every year.

The Family Bicycling Day Committee has donated a 5th bike to the library, as a special holiday gift. We have ordered a bike rack to hold them.

Tracey and Sarah C. have started talking with two community volunteers, with the idea of planning some kind of outdoor community herb garden.

Tracey reported to the board on the Kaizen process, and where we are at in that process. We are currently beta testing our new Google form, making changes as needed. There is a committee that now meets in regard to programming planning. Jeanne is finishing up the Bookworm, which will go out this week. Sarah C. reminded the trustees that we are looking for somebody who may want to be a housekeeping/maintenance person at the library.

TREASURER'S REPORT:

MOTION (JS) SECOND (SB) PASSED: TO ACCEPT THE 31 OCTOBER 2021 TREASURER'S REPORT OF \$160,412.59 IN THE OPERATING ACCOUNT, \$245,634.06 IN THE CAPITAL ACCOUNT, \$1,503,550.54 IN THE MONEY MARKET ACCOUNT, \$21,263.80 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (MMS) PASSED: APPROVE FOR PAYMENT WARRANT 3A, 4, AND 4A (COMBINED OCTOBER 15 THROUGH NOVEMBER 29, 2021) OF \$112,046.88 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Belinda questioned how people learn to use the streaming services that the library offers. This was discussed by the trustees, and it was decided that it may be time to do another series of "how to" programs. Sarah C. and Tracey will look into.

FOL: Tracey reported that there was no December Friends meeting. There was no winter boutique, due to the pandemic. The Friends are providing a holiday luncheon for the staff, on Tuesday, December 14. Their next meeting is scheduled for January 3, 2022, and it will be virtual.

RACIAL EQUITY COMMITTEE: Tracey reported that the group worked on formulating a new plan, as well as new subcommittees for the new year. As Sarah C. mentioned earlier, UHLS is working on racial equity training for staff and library boards. More information will be forthcoming in the next few months.

COMMITTEE REPORTS:

Finance: Did not meet. They plan to meet, to preview the audit report, before the January meeting. Sarah C. discussed the current credit card that the library uses, and the issues from having the card declined.

Personnel: Telecommuting policy: We need certain forms on file for our insurance policy, which we have developed. Sarah C. will send it out to the rest of the trustees.

Facilities: Did not meet.

Policy: Met and discussed the coop. It is almost ready to share.

Strategic Planning: Sarah C. included a draft copy of this to the trustees before this meeting. Sarah C. explained that we already have a working copy of the same document, where we're starting to keep track

of ways that we've made progress to hit all of those goals. Tracey added that part of the strategic plan is for the trustees to be more involved with spreading information to the community. The trustees discussed this draft policy.

Old Business

Covid 19 Update: Sarah C. shared that they are happy with the state mask mandate, as the library has been doing this throughout the pandemic. We are tentatively planning live programs, with backup virtual versions. NYS is actually in a worse situation now than it was a year ago. This pandemic has necessitated our updating the community room use policy, as well as defining what is a library program and what is an outside program. Sarah C. and Tracey have discussed this and feel that a library program is something initiated by paid professional staff supported by the library's budget, and supervised by library staff as well. Sarah C. continued that they will need to revise our room use policy before we are ready to let people in. This will also cover the study room planned with our DLD grant. This was discussed in detail.

New Business

The trustees discussed the 2022 trustee meeting schedule. Alan reported that he will not be able to attend the June meeting, and was given an excused absence.

The trustees discussed the 2022 holiday schedule.

No public comments.

No executive session.

Next meeting will be held on Monday, January 24, 2022 at 7pm

MOTION(AK) SECOND (JS) PASS: TO ADJOURN AT 8:15 P.M.

Respectfully Submitted,
Sarah Clark, Clerk