

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL
BOARD OF TRUSTEES MEETING
28 February 2022**

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

Others Attending: Tracey Pause, Assistant Director

Call to order 7:00m

No public comments

Review of Minutes: MOTION (JS) SECOND (SB) PASSED: TO ACCEPT THE 24 JANUARY 2022 MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. reported that petitions will be available at the circulation desk for the 2022 Board of Trustee opening.

Advocacy day is Wednesday. We have morning meetings set up with Pat Fahey and Michele Hinchey. These are still virtual. Sarah C. will be speaking about the library construction grant process, since she has been dealing with that over the last two years.

We are all set for our budget meeting, this Saturday, March 5. Sarah C. and Tracey will be attending from the library. A virtual link will be available for anyone who wants to attend virtually.

Sarah C. asked the trustees to give some thought about the budget mailer and how we should be sharing the budget message this year.

Tracey has been working to get the library a spot at the local farmers market. The cost is minimal, and it gets us out into the community. We would need to send (2) people, every other week. The trustees are always welcome to volunteer.

Tracey is also working on developing some grant opportunities, through the Albany Musicians Assoc., for music programs. We have (2) music programs scheduled. Depending on the reception/attendance, we would like to expand our music program, and bring back library concerts.

Personnel Report: Sarah C. was very happy with the response to the maintenance worker opening. We used an online job site. So far, we have 15 viable candidates. We also have a lead on someone who is interested in filling in for vacations or subbing as needed.

Tracey and Sarah C. will be interviewing (2) adult members of the community for an adult page position. The student pages seem to be having a lot of time conflicts, so an adult page would be more helpful.

TREASURER'S REPORT:

MOTION (MMS) SECOND (JS) PASSED: TO ACCEPT THE 31 JANUARY 2022 TREASURER'S REPORT OF \$130,361.19 IN THE OPERATING ACCOUNT, \$243,644.06 IN THE CAPITAL ACCOUNT, \$1,243,910.59 IN THE MONEY MARKET ACCOUNT, \$21,369.17 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (SB) PASSED: APPROVE FOR PAYMENT WARRANT 7A AND 8 (COMBINED JANUARY 21, 2022 THROUGH FEBRUARY 17, 2022) OF \$15,885.67 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

MOTION (AK) SECOND (JS) PASSED: APPROVE FOR PAYMENT WARRANT 5A OF \$-22,387.45 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

FOL: Tracey reported that the friends received a grant from the Voorheesville Community and School Foundation for larger tents for the book sale.

The FOL have been discussing ways of improving their marketing for Encore!.

Their next meeting is March 7th and it will be virtual. They are looking at an early May bookstore opening.

RACIAL EQUITY COMMITTEE: Tracey reported that the group is looking at a system wide virtual program with local activist Dr. Alice Green, hopefully sometime in June.

The learning circles are continuing, and the first one for 2022 will be Thursday, March 3. There will be 3 more this year.

Tracey pointed out that information about the Racial Equity Training, from the McLean Group, was attached to the meeting information email. Tracey requested that the trustees take a few minutes before the next meeting to read the information, as this training is being encouraged by Upper Hudson through a grant.

Sarah C. reminded trustees that, starting next year, trustees will be required to do a minimum of two hours of training every year. The trustees discussed several aspects of this requirement.

COMMITTEE REPORTS:

Finance: Did not meet.

Personnel: Janna reported that the committee met and discussed the maintenance helper position qualifications, as well as the beginning wage.

The committee also discussed looking at all wages throughout the library, to hopefully come up with a strategy to have a starting point where the trustees are all comfortable with where the salaries are. The trustees discussed this, and seemed happy with the committee's progress.

Facilities: Belinda reported that the committee met on the 1st of Feb., and talked about the construction project, and some issues with supplies. Sarah C. explained that they may have to re-arrange the order of projects, because of supply issues. The study room will be the next project, as the supplies for that seem to be available. Sarah C. is waiting for approval from the NYS, as this would mean changing our grant applications/paperwork.

Policy: Alan reported that the committee has circulated, for comments, a Continuity Business Plan. They are fairly close to having it approved. Sarah C. also shared that, based on the meeting she attended at UHLS, a line needs to be added to the materials form saying it needs to be turned in, in-person, to help prevent frivolous challenges made by people who live outside the district.

Strategic Planning: Did not meet. The trustees discussed ways of sharing this plan with the public. The trustees requested that Sarah C. send them all a copy of the draft again, so it will be fresh in everyone's mind on Saturday.

Old Business

Covid 19 Update: Sarah C. reported that her recommendation would be to quietly move forward by, starting Wednesday, taking the signs down, welcoming community groups back to the meeting space, and making seating available again.

Budget: Sarah C. reported that she would be sharing the first budget draft with the trustees on Tuesday, March 1. She explained that the strategic plan was taken into consideration while developing this draft. The Board Treasurer, Adam Stump, made a budget vs. actual expense report, which aided Sarah C. in making adjustments for the next years budget.

The trustees discussed doing the budget meeting either in person or virtual. It was decided to do it virtual.

New Business

None

No public comments.

No executive session.

Next Budget meeting will be held on Saturday, March 5 at 10am.

Next Regular meeting will be held Monday, March 21 at 7 p.m.

MOTION(SB) SECOND (AK) PASS: TO ADJOURN AT 8:08 P.M.

Respectfully Submitted,

Sarah Clark, Clerk