

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
VIRTUAL
BOARD OF TRUSTEES MEETING
21 March 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 (AK) PASSED: TO ACCEPT THE 28 FEBRUARY 2022 MINUTES AND THE 5 MARCH BUDGET MEETING MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. pointed out that she had included the annual report in the meeting packet, along with the regular meeting statistics. She reminded the trustees that the numbers represent an entire year of dealing with covid restrictions.

Sarah C. updated the trustees on the study room project. There is a 5 week shipping period, but once the walls are received, construction of the study room should only take a few days. There should not be any major disruption to services. Because this project will be located in the periodicals section, and thus diminishing the space available for magazines, the library will be discontinuing several of the paper magazines, and instead offering patrons the use of digital periodicals.

Sarah C. updated the trustees on the mezzanine shelving update. She is looking into compressed shelving that uses less space for more storage. She is thinking about making the mezzanine into a permanent, local history, research space. An engineer will coming in to inspect the mezzanine to ensure that it can handle the increased weight from the compressed shelving.

Sarah C. reported that the 2022 grant is finally up to date, and moving forward with the State. This grant includes the update to the vestibule.

Sarah C. reported that the Upper Hudson E-content committee was able to negotiate a reciprocal lending agreement with the Mid Hudson library service. This will significantly increase the content available for all patrons. Sarah C. cautioned the trustees that, while this expands the collection available to patrons, it also may complicate some of our e-content policies, and those will need to be looked at and possibly updated.

Personnel Report: Sarah C. reported that she and Tracey conducted interviews for the maintenance position in the past week. The process is moving forward with a few more interviews. We were able to hire two more part-time adult pages; Dreina Halliday and Lukas Morrison. They both started training this week.

MOTION (MMS) SECOND (SB) PASSED: TO APPROVE THE HIRING OF PART-TIME ADULT PAGES DREINA HALLIDAY AND LUKAS MORRISON.

TREASURER'S REPORT:

MOTION (JS) SECOND (AK) PASSED: TO ACCEPT THE 28 FEBRUARY 2022 TREASURER'S REPORT OF \$56,987.22 IN THE OPERATING ACCOUNT, \$243,644.06 IN THE CAPITAL ACCOUNT, \$1,244,006.45 IN THE MONEY MARKET ACCOUNT, \$21,370.81 IN THE DONATIONS ACCOUNT.

WARRANTS:

MOTION (SB) SECOND (JS) PASSED: APPROVE FOR PAYMENT WARRANT 8A AND 9 (COMBINED FEBRUARY 18 - MARCH 17, 2022) OF \$11,461.07 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN: Sarah C. reported that she, Tracy and Michele are taking a tour of the Guilderland library, now that construction is done there. The librarians will be looking at the interior design ideas used at Guilderland.

Sarah C. reported that the Summer Reading Program information will be available to view by the end of the week. Registrations will not open until June 1.

Sarah C. reported that the library is forming some partnerships with local organizations. Some of our outreach has included the local Farmer's Market, promoting our seed library with gardening programs, as well as partnering with the Albany Musicians Association for free concerts at the library.

The trustees asked about exit surveys, to find out where patrons were hearing about our programs. Sarah C. will look into creating a tool to help implement this process. She will report to the trustees in April on the effectiveness/progress of this.

FOL: Tracey reported that the friends met virtually in March, and plan to do so again in April.

The Friends will have a fundraiser in April, "Blooming for Good" program, at Hannaford. Hannaford will be selling bouquets with a red circle. For each one sold, one dollar will be donated to the FOL.

Encore!Books is officially set to open May 3. They are still looking for volunteers.

The Annual Book Sale date is officially set for Friday, September 16.

You can sign up for the FOL Mailchimp for all current information, as it is happening.

The trustees suggested that the FOL may want to send out an SNN for student volunteers, which would allow the students to get the volunteer hours needed.

RACIAL EQUITY COMMITTEE: Tracey reported that the group has planned a system wide virtual Zoom community read. APL will be handling the PR.

The Upper Hudson Library System board began their training this past week.

Tracey reported that they had their first learning circle of the year on March 3. It went well. There will be 3 more this year, with the next one in June.

COMMITTEE REPORTS:

Finance: Did not meet.

Personnel: Did not meet

Facilities: Sarah C. reported that last week there was water on the floor in the boiler room. This has nothing to do with the new boiler, but is part of the HVAC air handling unit, which is original to the building. The estimate that we received is over \$2,000 dollars. The repair needs to be done before air conditioning is used.

Janna asked about the need to meet with Paul Mays concerning upcoming projects. Sarah C. agreed that once the study room project is completed, they will need to meet with Paul to talk about the next steps needed. Sarah C. feels it is in our best interests to have a wider view of our vision, since the grant cycle will probably start again in July/August, so we should probably have something on the calendar now with the architects.

Policy: Alan reported that the committee may need to address a situation. He explained that the library is happy to help patrons with photocopies and scans of local history documents. Unfortunately, there were no controls associated with that, such as someone asking to make 200 copies. Alan feels this is more procedure than policy, but he is happy to help form policy to support the procedures. Sarah reported the website was updated to state that librarians may use discretion if an unusually large job is requested.

Old Business

Budget: Janna asked when Sarah C. expected to have the budget letter ready to go out. Sarah C. responded that, the sooner the better. She reported that Jeanne has already started the layout, and will be using a bicycle theme, since we have the 5 new bikes. The budget letter usually goes out some time in early April.

Sarah C. reported that she feels she will need to increase the amounts she had originally thought to use for utilities, based on what we spent this year. Sarah C. asked board treasurer Adam Stump for his input. He shared that some libraries earmark certain expenses, such as utilities, for the budget modifications process. We would have regularly scheduled budget modification meetings either quarterly or at midyear, to see where you need to move funding around. It would mean being more proactive, as opposed to “as needed”.

New Business

Sarah C. included a packet for racial equity training for trustees, from Upper Hudson. It is all free training, and is available through the end of the year 2023. Starting next year, trustees are required to get a minimum of two hours of training that must be reported to the state. UHLS is trying to provide enough options for people to meet that requirement. The trustees discussed these options and will make a decision soon.

Annual Report: Sarah C. reported that the trustees need to approve the report before it can be submitted. The trustees discussed the annual report.

MOTION (JS) SECOND (SB) PASS: TO ACCEPT THE ANNUAL REPORT AS PRESENTED.

Janna reported that she had been asked about a quick way to contact the library. Sarah C. responded with the different options that people have. The trustees discussed various options available.

Sarah C. asked the trustees if they were comfortable with the proposed budget, and would they consider approving it tonight so that work on the budget mailing could move forward. The trustees discussed the proposed budget. They felt that this should be better planned, in future years, Trustees will add this item to the July board meeting, to better reflect the budget process.

MOTION (SB) SECOND (JS) PASS: TO APPROVE THE 22-23 BUDGET AS PRESENTED.

No public comments.

No executive session.

Next Regular meeting will be held Monday, April 25 at 7 p.m.

MOTION(JS) SECOND (AK) PASS: TO ADJOURN AT 8:28 P.M.

Respectfully Submitted,

Sarah Clark, Clerk