

**MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
VIRTUAL  
BOARD OF TRUSTEES MEETING  
16 May 2022**

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

Excused: Alan Kowlowitz,VP

Others Attending: Tracey Pause, Assistant Director, Georgia Gray

Call to order 7:00pm

No public comments

**Review of Minutes: MOTION (MMS) SECOND (JS) PASSED: TO ACCEPT THE 25 APRIL 2022 MINUTES AS PRESENTED.**

**DIRECTORS REPORT:**

Sarah C. reported that our circulation numbers are on par with 2019 pre-covid numbers.

Sarah C. reminded the trustees that the UHLS trustee awards program will be held on June 3 at the Colonie Library, and that the trustees are invited to attend. Sarah C. informed the trustees that Dennis Ulion, one of our volunteers, won the volunteer of the year award, and will be honored at this event.

Sarah C. updated the trustees on the Google platform change. Right now, it looks as though the library will be moving their account to Microsoft due to these fee changes. This will be a large undertaking. She will keep the trustees updated.

Sarah C, reported that people were calling the library, asking about where they could find information on the (2) candidates for the open trustee position. She directed them to the Enterprise article. She feels that we should have somewhere on the library website for people to go to get the candidates' views, since the Enterprise has a paywall, and may not always cover Voorheesville in depth. The trustees discussed this for next year. Sarah C. will look into what we can and can't do, legally.

**Personnel Report:** Sarah C. reported that they are looking to hire a substitute circulation clerk.

**TREASURER'S REPORT:**

**MOTION (JS) SECOND (MMS) PASSED: TO ACCEPT THE APRIL 2022 TREASURER'S REPORT OF \$93,041.78 IN THE OPERATING ACCOUNT, \$237,526.45 IN THE CAPITAL ACCOUNT, \$1,064,252.49 IN THE MONEY MARKET ACCOUNT, \$21,375.44 IN THE DONATIONS ACCOUNT.**

**WARRANTS:**

**MOTION (SB) SECOND (MMS) PASSED: APPROVE FOR PAYMENT WARRANT 10A AND 11 (COMBINED APRIL 16 - MAY12, 2022) OF \$13,061.71 FROM OPERATING FUNDS, AND \$6,177.61 FROM CAPITAL FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**STRATEGIC PLAN:** Sarah C. reported that the DLD grant portal will be opening soon, and the first draft will be due late July or early August. The facilities committee will need to meet to discuss what our next project should be.

Sarah C. updated the trustees on the current grant progress. The staff have been working diligently to get the area cleared for the study room installation. This is proceeding as scheduled. Due to the study room project coming in under budget, she was able to include a hearing loops project for the community room.

Sarah C. reported on the current programming partnership with Thacher Park. Librarian Colleen Ellithorpe has led this effort by scheduling several programs that utilize the expertise and availability of Park employees. Some examples are an eagle sighting tour, geology walk, schoolhouse tours, and snowshoeing. Sarah C. expects this partnership will continue throughout the seasons.

Sarah C. reported that she is expecting to hear the results from the fitness grant application at any time.

**FOL:** Tracey reported that the friends held their May meeting, at which they reported that the sheds are open and their first week was very busy. The annual meeting will be held on June 6, in person at the library.

**RACIAL EQUITY COMMITTEE:** Tracey reported that the committee met last week. The Alice Green community read is scheduled for June 20, from 7-8:30 pm. There is a link on our calendar to register.

The UHLS trustees have finished their racial equity training. They are the first board to do so. The Voorheesville trustees have said they would prefer to do their training this fall, after the new trustee is sworn in. Sarah C. will make sure to include it on the agenda in September.

**Finance:** Did not meet.

**Personnel:** Discussed covid policies. Nothing changed.

**Facilities:** Sarah C. reported that staff are clearing shelves for the study room construction project.

**Policy:** Did not meet.

### **Old Business**

Sarah C. asked the trustees if they want to have a virtual/hybrid meeting model as a back up plan. The trustees discussed this. Sarah C. will look into how other libraries are handling this, and will look for a template for our use. She will bring it to the policy committee for whatever changes that will need to be made.

**New Business**

Sarah C. handed out the final copy of the Community Message for fiscal year 2022-23 budget overview, which was mailed out over a week ago. There is a 2% increase. Sarah C. reviewed the included budget, and answered all questions. Sarah C. was asked how many people had used the scan code on the mailer to access the budget webpage. She will look into that and find out if we can break out those numbers in that way.

**AV PURCHASING POLICY EXCEPTION RESOLUTION:**

**MOTION (SB) SECOND (MMS) PASS: WHEREAS, THE VOORHEESVILLE PUBLIC LIBRARY IS THE ENTITY ENTERING INTO ANY AND ALL CONTRACTS RELATED TO PROJECT ID 0386-19-7806, A/V UPGRADE WITH HEARING ASSISTIVE TECHNOLOGY.**

**WHEREAS, THE VOORHEESVILLE PUBLIC LIBRARY SHALL MAKE AN EXCEPTION TO THE COMPETITIVE BIDDING TERMS OF ITS PURCHASING POLICY IN ORDER TO MEET THE DEADLINE (JUNE 30,2022) OF THE GRANT PROJECT COMPLETION.**

**WHEREAS, THE VOORHEESVILLE PUBLIC LIBRARY SHALL ENTER INTO A CONTRACT WITH AUDIO - VIDEO CORPORATION OF ALBANY, NY, TO COMPLETE THE A/V UPGRADE PROJECT. AUDIO - VIDEO CORPORATION IS UNDER A STATE CONTRACT AND ELIGIBLE TO COMPLETE THE PROJECT BASED ON GRANT GUIDELINES.**

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE VOORHEESVILLE PUBLIC LIBRARY HEREBY AUTHORIZES: BELINDA HECKLER, BOARD VICE PRESIDENT, TO ACT ON BEHALF OF THE VOORHEESVILLE PUBLIC LIBRARY IN ENTERING INTO AN AGREEMENT WITH THE DORMITORY AUTHORITY OF THE STATE OF NEW YORK; AND TO SIGN FOR AND PERFORM ANY AND ALL RESPONSIBILITIES IN RELATION TO SUCH AGREEMENT.**

Public Comments: Georgia Gray introduced herself .

No executive session.

Next Regular meeting will be held Monday, June 27 at 7 p.m.

**MOTION(SB) SECOND (MMS) PASS: TO ADJOURN AT 7:50 P.M.**

Respectfully Submitted,

Sarah Clark, Clerk