

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
25 July 2022

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

Excused:

Others Attending: Tracey Pause, Assistant Director

Call to order 7:00pm

No public comments

Review of Minutes: MOTION (AK) SECOND (MMS) PASSED: TO ACCEPT THE 27 JUNE 2022 MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. reported that she has more insight in what patrons are ordering from Hoopla. Audiobooks and ebooks are outperforming movies and tv by a wide margin. Kanopy is not catching on as expected, however, we only pay per view. Overdrive/Libby is developing customized training for UHLS library patrons.

Librarian Colleen Ellithorpe is applying for a grant for an archival needs assessment.

Sarah C. is in the process of applying for the new grant cycle. She is looking at archival shelving, and better climate control in the mezzanine area.

Librarian Colleen Ellithorpe is being published in an ALA book for a DIY upcycle craft book we will be purchasing.

The tech team met, and agreed that we should upgrade our Malwarebytes subscription. It does automated updates and regular reports. This costs less than cyber insurance. Currently, we do cloud back-ups using Amazon.

We now have the Times Union online for patrons. You need your library card number to sign on. There were 155 users for the 1st month.

Central Library funding has expanded to allow the purchase of fiction & childrens material. This may positively impact wait times in Libby if more fiction e-content is purchased centrally.

Adam has asked for a raise. He works about 25-30 hours a year. The trustees discussed this, and agreed he should have an increase.

Paylocity- We will be getting more information from other vendors. There have been issues with this company and we have been having issues with certain NYS retirement reporting requirements.

Sarah C. will reach out to other directors to see which company they are using. Alan suggested to see who the town and village use for payroll.

Personnel: We have interviewed 3 students for page positions. We will be hiring all 3.

We are interviewing for a substitute clerk. We are looking for someone who is able to work morning/afternoon shifts.

TREASURER'S REPORT:

MOTION (SB) SECOND (AK) PASSED: TO ACCEPT THE JULY 2022 TREASURER'S REPORT OF \$92,815.16 IN THE OPERATING ACCOUNT, \$159,918.91 IN THE CAPITAL ACCOUNT, \$884,702.33 IN THE MONEY MARKET ACCOUNT, \$21,385.37 IN THE DONATIONS ACCOUNT, \$1,462.26 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (MMS) PASSED: APPROVE FOR PAYMENT WARRANT 12A AND 1 (COMBINED JUNE 10 - JULY 21) OF \$32,925.26 FROM OPERATING FUNDS, AND \$77,547.54 FROM CAPITAL FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Facilities: Sarah C. reported that she had submitted as many eligible expenses to the 2019 DLD grant portal as she could prior to the deadline of June 30. On July 5, all 2019 grantees were given a 24-month extension. Additional expenses related to the study room will now be able to be included. Belinda thanked the team for all their efforts for submitting the grant on time.

Communication: ARPA funds awarded to UHLS and CDLC were used to create video ads about how libraries bridge the digital divide. The ads will be shared on all our social media platforms.

Programming: SRP is well under way. Most programs now have waitlists. The sign-up process was discussed. The new coordinator for adult outreach at UHLS is Judith Wines. She has taken the lead for full system virtual programming. We are currently offering 2 programs: "Paint the Sound" and "Banned Books Read Out".

Alan asked if UHLS offers a follow-up training for implementing the Strategic Plan. Sarah C. will reach out to Tim Burke.

FOL: Tracey reported that there are 2 new people who would like to join the FOL board: Krystia Smith and Andrea Gray.

The FOL are currently planning for the Winter Boutique, and looking ahead to the Big Book Sale in September.

The book sheds are doing well.

EQUITY COMMITTEE: Tracey reported that the committee has a new name; the UHLS Equity Committee.

The trustees will discuss Racial Equity Training in September.

Finance: Plan for September meeting

Personnel: Plan for September meeting

Facilities: Plan for September meeting

Policy: Plan for September meeting

Due to Rosh Hashanah, the September meeting date has been changed to Tuesday, September 27.

Old Business

The process for obtaining a new logo was discussed.

New Business

We will wait on swearing in the new member until a notary is present.

Sarah C. discussed the library's flag protocol, which follows American Legion flag code. In order to fly the flag overnight, we would need a lighted pole. The library was given an estimate of \$3,500 to power the flag pole with a light. Other options were discussed.

Organizational Motions:

- **MOTION (AK) SECOND (SB) PASS: TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY.**
- **MOTION (SB) SECOND (MMS) PASS: TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY.**
- **MOTION (MMS) SECOND (AK) PASS: TO DESIGNATE THE BONADIO GROUP AS OUTSIDE AUDITOR.**
- **MOTION (SB) SECOND (AK) PASS: TO DESIGNATE ADAM STUMP AS TREASURER OF THE BOARD OF TRUSTEES.**
- **MOTION (MMS) SECOND (SB) PASS: TO DESIGNATE PAYLOCITY AS THE LIBRARY'S PAYROLL PROVIDER.**
- **MOTION (MMS) SECOND (SB) PASS: TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF \$310.**
- **MOTION (AK) SECOND (MMS) PASS; TO AUTHORIZE THE FINANCIAL OFFICER OF THE DIRECTOR TO APPROVE BI-WEEKLY WARRANTS TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.**
- **MOTION (MMS) SECOND (AK) PASS: MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH, WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.**

NOMINATIONS: Sarah B. nominates Belinda as President and Alan as VP.

Committee assignments will be determined at the September meeting.

Public Comments: No public comments

No executive session.

Next Regular meeting will be held Tuesday, September 27 at 7 p.m.

MOTION(SB) SECOND (AK) PASS: TO ADJOURN AT 8:22 P.M.

Respectfully Submitted,

Sarah Clark, Clerk

DRAFT