

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
27 February 2023

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

Remote Access:

Excused:

Others Attending: Tracey Pause, Assistant Director; Lynn Kohler, Admin. Assistant; Dennis

Ulion, FOL

Call to order 7:00 p.m.

No public comments.

Review of Minutes: 30 January, 2023 minutes were reviewed and accepted as presented.

DIRECTORS REPORT:

Sarah C. reported that the statistics she shared with the board better represent what is required on the NYS annual report.

Sarah C. reported that a neighbor had asked if the library would be willing to split the cost of a privacy fence between the properties. The board discussed this and decided they were not interested in installing a privacy fence.

Sarah C. reported that she and other employees had met with architect Paul Mays, and an engineer. They discussed needs and concerns about the upcoming project. Sarah C. felt this was helpful. She then went through the schematic drawings with the trustees and answered questions as they discussed the proposed changes.

Sarah C. reported that employee Jeanne Bianchine, was currently working on the budget mailer and community message flyer. Jeanne is looking for ideas for the theme of the mailer. She and Sarah also discussed possibly sending out a 2nd mailer when the new entryway and window project is complete. This will be discussed further.

Sarah C. reported that she and Assistant Director, Tracey Pause, would be attending Advocacy Day on Tuesday, February 28, weather permitting.

Sarah C. reported that she had spoken with the IT Team about the trustees receiving new MS365 email account information. Invitations will be sent out Tuesday or Wednesday. John Love, IT Consultant, will be available to provide support after the Saturday budget meeting, for any trustees who would like it.

PERSONNEL:

Sarah C. reported that they have sent out canvass letters for a new part time circulation clerk, to help fill scheduling gaps.

Sarah C. also reported that they will be starting interviews next week to replace one of the pages, who is leaving for a full-time position elsewhere.

TREASURER'S REPORT:

MOTION (AK) SECOND (SB) PASSED: TO ACCEPT THE JANUARY 2023 TREASURER'S REPORT OF \$109,900.53 IN THE OPERATING ACCOUNT, \$366,280.61 IN THE CAPITAL ACCOUNT, \$1,417,784.54 IN THE MONEY MARKET ACCOUNT, \$21,681.76 IN THE DONATIONS ACCOUNT, \$1,616.19 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (LC) PASSED: APPROVE FOR PAYMENT WARRANT 7A AND 8 (COMBINED JANUARY 22-FEBRUARY 17) OF \$30,441.77 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Sarah C. will update the trustees in March.

FOL:

Tracey reported that the Friends of the Library board met by Zoom in February. They have tentative plans for opening the sheds in May. They are planning to keep the same days/hours as last year, but nothing is finalized.

Tracey reported that she and Sarah C. would be meeting with the FOL leaders to talk about how to recycle leftovers from the book sales. Tracey will keep the trustees updated.

Tracey reported that the Fall book sale is tentatively scheduled for September 22-24, but this could change.

Tracey reported that the Jane Salvatore award will be voted on in March.

Tracey reported that the FOL board had pre-approved the 2023 Youth Services budget request.

EQUITY COMMITTEE:

Tracey reported the Equity Committee is still working on the survey forms and they should be completed in March.

COMMITTEE MEETINGS:

Finance: Sarah C. reported that the committee had received the official audit report.

Personnel: Sarah C. reported that she is still compiling employee survey results as they are submitted. The final submission date is 3/1/23, so she will have final results for the committee soon. She is considering doing a follow-up survey. The committee will discuss. Sarah C. also reported that she will be meeting with Ten Eyck to go over what might be available, based on the results of this survey.

Facilities: Did not meet. Sarah C. reported that she is still working on getting a quote for LED light retrofitting.

DRAFT

Policy: Did not meet.

OLD BUSINESS:

Sarah C. reported that the board is still looking at May/June for their McLean Group training. The trustees discussed this.

NEW BUSINESS:

Sarah C. reported that she is currently working on the next budget.

MOTION (MMS) SECOND (LC) PASSED: TO APPROVE THE 2022 NEW YORK STATE ANNUAL REPORT AS PRESENTED FEBRUARY 27, 2023.

Sarah C. reported that CDTA had contacted her to set up a park & ride area, using a small portion of the library parking lot. The trustees discussed this, and had many questions. Sarah C. will coordinate a conversation between the board president and CDTA.

No public discussion

No Executive session

Next board meeting will be held Saturday, March 11, 2023 at 10 a.m.

MOTION(MMS) SECOND (LC) PASS: TO ADJOURN AT 8:00 P.M.

Respectfully Submitted,

Sarah Clark, Clerk