

**MINUTES**  
**VOORHEESVILLE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**30 January 2023**

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

Excused: Marielle McKasty-Stagg

Others Attending: Tracey Pause, Assistant Director; Lynn Kohler, Administrative Assistant,

Call to order 7:01 p.m.

No public comments.

**Review of Minutes:** 12 December 2022 minutes were reviewed and accepted as presented.

**ANNUAL AUDIT:** Teresa Ellis, Senior Accountant from Bonadio Group, presented the 2022 financial report to the trustees. Teresa highlighted several aspects of the annual audit. Bonadio Group has issued an unmodified opinion that the financial statements are presented fairly in accordance with GAAP. They did not identify any material weaknesses in internal controls over the library's financial reporting. No new accounting policies were adopted, and the application of existing policies had not changed during the 2022 fiscal year. The trustees were pleased with the audit outcome.

**DIRECTORS REPORT:**

Sarah C. reported that the tax preparation people are not working through AARP this year, due to issues with a lack of covid prevention/rules. They are working with VITA instead, and the process is going very smoothly. Preparers were able to contact past recipients directly to schedule appointments. For the few phone calls coming in, library staff are taking down contact information and passing it on to VITA, who are scheduling the tax help appointments.

Tax forms are trickling in slowly, but if a patron needs one that we don't yet have, it will be printed free of charge.

Sarah C. reported that NYLA advocacy day is coming up in late February. Sarah C. and Tracey will be attending.

Sarah C. asked the trustees if they had received an email with instructions on creating a new email account in MS365. There was some overall confusion concerning this, so Sarah will have the instructions resent.

**PERSONNEL:**

Sarah C. reported a previously employed page was being rehired.

**TREASURER'S REPORT:**

**MOTION (LC) SECOND (SB) PASSED: TO ACCEPT THE NOVEMBER 2022 TREASURER'S REPORT OF \$108,413.22 IN THE OPERATING ACCOUNT, \$159,918.61 IN THE CAPITAL ACCOUNT, \$1,671,611.41 IN THE MONEY MARKET ACCOUNT, \$21,594.52 IN THE DONATIONS ACCOUNT, \$1,616.19 IN THE DEBIT CARD ACCOUNT.**

**MOTION (LC) SECOND (SB) PASSED: TO ACCEPT THE DECEMBER 2022 TREASURER'S REPORT OF \$108,028.09 IN THE OPERATING ACCOUNT, \$366,280.61 IN THE CAPITAL ACCOUNT, \$1,491,893.55 IN THE MONEY MARKET ACCOUNT, \$21,635.79 IN THE DONATIONS ACCOUNT, \$1,616.19 IN THE DEBIT CARD ACCOUNT.**

**WARRANTS:**

**MOTION (AK) SECOND (SB) PASSED: APPROVE FOR PAYMENT WARRANT 6, 6A, & 7 (COMBINED DECEMBER 3, 2022 – JANUARY 21, 2023) OF \$42,239.36 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**STRATEGIC PLAN:**

Sarah C. reported that the new MS 365 form, required for library personnel to submit program information, now has questions pertaining to the strategic plan, and how the requested program relates to the strategic plan.

**FOL:**

Tracey reported that the Friends of the Library met in early January. They discussed plans to open in April, hopefully in time for the Expedition 36er kick-off here at VPL on 4/15.

Sarah C., Tracey, and Sherry did a webinar called "Fishing for Friends", which they found very informative.

Tracey reported that the friends are working on updating the Jane Salvatore award. It will be done by May.

**EQUITY COMMITTEE:**

Tracey reported the Equity Committee will be sending out, within the next month and a half, a survey to libraries concerning organizational culture, leadership, and marketing, etc.

**COMMITTEE MEETINGS:**

**Finance:** This committee met on 1/11/23. Sarah C. reported that, at the half-way mark through the year, utility costs are much higher than expected. Sarah C. reported that an increase in interest rates on the money market account would help to bridge this budget line shortage.

**MOTION (SB) SECOND (AK) PASSED: RESOLVE TO INCREASE THE BUDGET REVENUE BY \$9,000 TO REFLECT THE INCREASE IN INTEREST RATES EARNED ON THE TDBANK MMA. THE MONEY WILL BE PLACED ON THE INTEREST AND EARNINGS REVENUE LINE (ACCOUNT L2401).**

**MOTION (AK) SECOND (LC) PASSED: RESOLVE TO INCREASE THE UTILITIES BUDGET LINE BY \$9,000 TO REFLECT THE INCREASE IN UTILITIES/FUEL & ELECTRICITY. THE MONEY WILL BE PLACED ON THE UTILITIES/FUEL & ELECTRICITY EXPENDITURE LINE (ACCOUNT 1620.443)**

**Personnel:** Sarah reported the committee met on 1/5/23. They talked about creative and/or frugal ways of increasing benefits, to help keep current staff and entice new employees. Sarah C. also spoke with Ten Eyck Insurance to ask about policies that might be available to offer at a group rate, such as pet care, etc.

**Facilities:** Committee did not meet. Sarah C. spoke with architect Paul Mays, who is coming next week to speak with impacted staff about the upcoming construction project. He feels the entry and windows are still on track for the spring.

**Policy:** Committee did not meet.

**OLD BUSINESS:**

The trustees discussed the upcoming McLean training, which will be scheduled and completed after the budget is done, probably in May.

**NEW BUSINESS:**

Budget Development: Sarah C. reported that we are in a good place, in regards to budget development. The trustees discussed this, but nothing was decided. The finance committee will plan a meeting to discuss further. Tracey reminded trustees that we are hoping the staff benefits surveys will help to give some direction on where the budget should be spent.

Sarah C. suggested that it might be time to develop a comprehensive plan for the building. The trustees discussed this, but nothing was decided. Sarah C. will reach out to UHLS and the school district for advice/information from them.

No public discussion

No Executive session

Next Regular meeting will be held Monday, February 27, 2023.

**MOTION(LC) SECOND (SB) PASS: TO ADJOURN AT 8:05 P.M.**

Respectfully Submitted,

Sarah Clark, Clerk