

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
12 December 2022

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

Remote Access: Alan Kowlowitz

Excused:

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

Call to order 7:04pm

No public comments.

Review of Minutes: 24 October 2022 minutes were reviewed and accepted as presented.

DIRECTORS REPORT:

Sarah C. reported that she and Alan met with Kate Philipson from DHPSNY for the site visit for the archives assessment grant. Her report should be ready for review in March. The archives collection may be in better shape than expected.

Sarah C. reported that the Bonadio Group has almost completed their audit of the library. They expect to make a report at either the January or February board meeting.

Sarah C. reported that the Microsoft 365 migration will follow the 12/16/22 staff development day.

Sarah C. reported that the UHLS 36er program, will be resuming in April, 2023. Librarian Michele Reilly is on the planning committee and is keeping librarians apprised of developments.

Sarah C. reported that the local Girl Scouts had sent her letters requesting that the library “give” them a small piece of land to be protected as forever wild. The land would still be owned by the library, but it would be allowed to go wild, without being mowed or developed in any way. The trustees discussed this, and while they agreed it was a nice idea, it would need to be understood that our board of trustees changes members every year and this use could not be “guaranteed” forever. It was also questioned how much land the Girl Scouts would need. Sarah C. will get more information.

Sarah C. reported that the library will be one of the homes for an Eagle Scout non-permanent display, featuring local veterans of foreign wars. It will be displayed at the end of the hallway, near the coat rack.

Tracey reported that the library staff have “adopted” a family with 5 children this year. In conjunction with the New Scotland food pantry, Tracey coordinated the lists of items the family has requested. As always, staff were very generous.

PERSONNEL:

Sarah C. reported that the search for a librarian I has been put on pause. Sarah C. would like to meet with the personnel committee before the January board meeting, to discuss some creative ways to increase benefits to help entice new employees.

Sarah C. attended a seminar of changes in labor law.

TREASURER'S REPORT:

MOTION (SB) SECOND (LC) PASSED: TO ACCEPT THE OCTOBER 2022 TREASURER'S REPORT OF \$190,564.04 IN THE OPERATING ACCOUNT, \$159,918.61 IN THE CAPITAL ACCOUNT, \$1,668,868.07 IN THE MONEY MARKET ACCOUNT, \$21,559.08 IN THE DONATIONS ACCOUNT, \$1,622.18 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (LC) PASSED: APPROVE FOR PAYMENT WARRANT 4A, 5, 5A AND 6 (COMBINED OCTOBER 18-DECEMBER 2) OF \$123,743.63 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Sarah C. will report on the Strategic Plan every other month, beginning at the January 2023 meeting.

FOL:

Tracey reported that the Friends of the Library used a different format to collect donations for the annual Boutique sale this year. They designated specific hours for donations, with a Friend and/or Tracey available to go through bags as they were being dropped off. This worked well, and will be continued next year. The Boutique was open Friday through Sunday, and all leftover items were donated to various local non-profits. The FOL made over \$3,000, which is comparable to the annual book sale.

Tracey reported that, beginning January 2023 they will starting their meetings at 6:30 p.m.

EQUITY COMMITTEE:

Tracey reported the Equity Committee is working on a jamboard, focusing on organizational culture, leadership, and facilities. They will be sending out a report to UHLS library directors in January/February 2023.

COMMITTEE MEETINGS:

Finance: Scheduled to meet 1/11/23

Personnel: Plans to schedule a meeting before the January trustee meeting.

Facilities: Sarah C. spoke with architect Paul Mays about the upcoming projects. He feels we are set to start in the spring.

Policy: The committee completed the Room Use policy and included it with tonight's agenda. The trustees discussed the policy. Some minor changes/additions were made before a motion was made.

MOTION (AK) SECOND (LC) PASSED: TO ACCEPT THE ROOM USE POLICY, WITH WORDING ADDED "UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE LIBRARY DIRECTOR".

OLD BUSINESS:

Sarah C. suggested that May 2023 would be a better time to meet with the McLean Group, after the budget vote. The trustees discussed this and agreed they would look at various dates in May.

Sarah C. presented the 2023 VPL holiday calendar for board approval. The trustees discussed this, and approved the calendar as presented.

NEW BUSINESS:

No new business

No public discussion

No Executive session

Next Regular meeting will be held Monday, January 23, 2023.

Before adjourning, Linda asked Sarah C. about a possible upcoming yoga program and grant request. Sarah C. explained the details and possibilities, the trustees discussed, and questions were answered by Sarah C. No decisions were made.

MOTION(SB) SECOND (MMS) PASS: TO ADJOURN AT 7:45 P.M.

Respectfully Submitted,

Sarah Clark, Clerk