

**MINUTES VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
27 March 2023**

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

Excused : Alan Kowlowitz

Others Attending: Tracey Pause, Assistant Director; Sherry Burgoon, FOL rep
Call to order 7:00 p.m.
No public comments.

Review of Minutes: Minutes of the February 27, 2003 meeting and March 11, 2023 Budget Development Meeting minutes were reviewed.

Motion (LC) Second (MMS) Passed: TO ACCEPT THE MINUTES AS PRESENTED

DIRECTORS REPORT:

Sarah C. shared that the check out receipts are now programmed to print out the cost savings for items borrowed. A poster will also be created to show the same data. This info will be included in the Budget Message.

Sarah C. reported that the Northeast Wellness and Fitness Grant has been awarded to the library. This will cover a variety of classes and equipment.

PERSONNEL:

Sarah C. reported that we have a new clerk and a new page training right now.

Motion (SB) Second (MMS) PASSED: TO HIRE KATHY ZAZARINE AS A PART TIME LIBRARY CLERK.

TREASURER'S REPORT:

MOTION (SB) SECOND (LC) PASSED: TO ACCEPT THE FEBRUARY 2023 TREASURER'S REPORT OF \$34,807.53 IN THE OPERATING ACCOUNT, \$366,280.61 IN THE CAPITAL ACCOUNT, \$1,420,639.53 IN THE MONEY MARKET ACCOUNT, \$21,772.74 IN THE DONATIONS ACCOUNT, \$1,616.19 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (BH) SECOND (SB) PASSED: APPROVE FOR PAYMENT WARRANT 8A AND 9 (COMBINED FEBRUARY 18-MARCH 17) OF \$24,716.57 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Sarah C. compiled the responses to the program survey. Responses indicated various ways people hear about the programs, with friends/family being the most popular, with the website being the second most frequently used resource. The School was also mentioned repeatedly.

Sarah C. shared that Jeanne Bianchine has said the next Mailchimp email newsletter that is sent out will have a slightly different look. It also now has the capability to include a single survey question.

FOL:

Tracey reported that the Friends of the Library board met. The changes for the Jane Salvatore award have been ironed out. Tracey reported that one of the board members resigned, due to receiving a promotion.

Tracey reported that the board will be looking at and updating officer responsibilities.

Tracey reported that the first day for Encore! will be May 2. She shared with the trustees that all of the dates for Encore! are on the events calendar. Tracey reported that the next FOL meeting will be a week from tonight, April 3, at 6:30 pm.

EQUITY COMMITTEE:

Tracey reported the Equity Committee met on March 23. She reported that they are working on a GANTT spreadsheet that shows all the various columns to evaluate the resources such as marketing, collection development and training. There will be a few libraries that will evaluate the process before it rolls out in September.

COMMITTEE MEETINGS:

Finance: No report – did not meet

Personnel: Sarah C. reported the committee will present results from the staff survey at the April board meeting.

Facilities: Sarah C. that the staff feedback on the construction schemes was complete, and the next step would be for the committee to meet with Paul to discuss. They asked Sarah C. to arrange that meeting.

Policy: Did not meet.

OLD BUSINESS:

Sarah C. reported that the board had discussed waiting until after the trustee vote to schedule the training so the new board member could attend and receive the training credits.

NEW BUSINESS:

The trustees discussed the 2023-24 budget.

M:(SB) S: (MMS): PASSED TO ACCEPT THE PROPOSED 4.5% INCREASED OPERATING BUDGET (\$1,202,873) IN FISCAL YEAR 4.5% BUDGET PROPOSAL AS PRESENTED.

No public discussion No Executive session

Next board meeting will be held Monday, April 24, 2023 at 7 p.m.

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

Respectfully Submitted, Sarah Clark, Clerk