

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
27 September 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.

The agenda order was changed due to a request by a board member, who needed to leave early, due to a personal emergency.

New Business

Officers: The trustees voted to accept the July nominations for officers. **MOTION(SB) SECOND (MMS) PASS: TO ACCEPT THE NOMINATED SLATE OF OFFICERS AS PRESENTED. BELINDA HECKLER AS PRESIDENT, ALAN KOWLOWITZ AS VICE PRESIDENT. THESE TERMS WILL RUN UNTIL JUNE 30, 2023.** The trustees made the following appointment to committees: Finance - Belinda and Alan; Personnel - Marielle and Linda; Facilities - Belinda and Marielle; Policy - Sarah B. and Alan

Staff Development Day: Sarah C. reported that she was looking at December 16 as staff development day. She and Tracey have planned a full day of programs for staff, as well as combining this with the annual staff holiday luncheon. The trustees discussed this, and approved the schedule. The library will be closed for the day.

RFP Schedule: Sarah C. reported that she will be asking Stacy for a list of vendors that the library uses. This list will be used to create a schedule for requests for proposals, thus ensuring the library is consistently paying the lowest price for services.

Review of Minutes: MOTION (MMS) SECOND (AK) PASSED: TO ACCEPT THE 25 JULY 2022 MINUTES AS PRESENTED.

DIRECTORS REPORT:

Sarah C. reported that she is shopping for a new payroll provider. She and Stacy have met with several companies. She is currently waiting to compare quotes.

Sarah C. reported that one of our librarians resigned this week, to take a job elsewhere. This resignation will impact our ability to provide coverage on Friday, November 25. The trustees discussed this problem, and approved closing for the day after Thanksgiving. This will not be an annual closure.

Sarah C. reported that the library was awarded a grant for archival needs assessment. This grant had been applied for by librarian Colleen Ellithorpe. This grant will tie into this year's DLD grant to upgrade the mezzanine for archival storage.

Sarah C. reported we currently have 7 repair experts lined up for the Repair Cafe, scheduled for this weekend at Wallace Park. The trustees discussed this program, and felt it should have some additional marketing done to get the word out on what types of repairs will be available. Tracey will speak with the PR committee about this, and get some social media information posted this week.

Sarah C. reported that the librarians attended 8 farmers markets this season, 240 engagements. Sarah C. felt this was a good way to interact with the community and get the word out on what the library has to offer. The trustees discussed this, and would like to see it continue next year.

Sarah C. reported that the library has returned to pre-covid visitor statistics, and that library statistics are still going up.

Sarah C. reported that she has hired a substitute clerk that is available for morning and early afternoon shifts.

Sarah C. reported that, with a librarian leaving, the library is now short staffed. She has spoken with other directors and has been told that they are having an issue with hiring, even though they have higher salary offerings. The trustees discussed this. The personnel committee will meet with Sarah C. to discuss both short and long term solutions.

TREASURER'S REPORT:

MOTION (SB) SECOND (MMS) PASSED: TO ACCEPT THE JULY 2022 TREASURER'S REPORT OF \$82,962.82 IN THE OPERATING ACCOUNT, \$159,918.61 IN THE CAPITAL ACCOUNT, \$805,219.10 IN THE MONEY MARKET ACCOUNT, \$21,398.08 IN THE DONATIONS ACCOUNT, \$1415.07 IN THE DEBIT CARD ACCOUNT.

MOTION (SB) SECOND (MMS) PASSED: TO ACCEPT THE AUGUST 2022 TREASURER'S REPORT OF \$90,695.79 IN THE OPERATING ACCOUNT, \$159,918.61 IN THE CAPITAL ACCOUNT, \$725,916.82 IN THE MONEY MARKET ACCOUNT, \$21,467.26 IN THE DONATIONS ACCOUNT, AND \$1,174.99 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (MMS) PASSED: APPROVE FOR PAYMENT WARRANT 1A, 2, 2A AND 3 (COMBINED JULY 22-SEPTEMBER 16) OF \$27,126.57 FROM OPERATING FUNDS,. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Sarah C. reported that she would like to have the reference librarian be able to monitor local social media pages. She feels there are questions being asked on other sites that would best be answered by a librarian. The trustees discussed this and feel it is a good idea and will help the library to spread the word about all that we offer the community. Sarah C. asked Sarah B. to be the social media liaison. Sarah B. agreed to this request.

Sarah C. reported that she feels the next priority for the policy committee should be the meeting room use policy. She explained that since we now, post-covid, allow the community to reserve the room, as well as the directors office, and the study room is almost complete, and will be open for reservations soon, we need a solid room reservation policy.

Sarah C. reported on the Great Give Back community wide donation drive. The drive this year will benefit Sleep in Heavenly Peace, a volunteer organization that makes beds for children who sleep on the floor. The library is collecting money, as well as twin size bedding, comforters, and pillows. We are about halfway through the drive, and have received many donations to date.

FOL: Tracey reported that the Friends of the Library Annual Book Sale was very successful. The FOL made a grand total of \$4,042, including membership, raffle sales, bake sales, and the book sale. This far exceeded the Friends' goal of \$3,000. Tracey will have the annual totals at the October trustee meeting.

Tracey shared that the friends would like, starting in 2023, a reciprocal agreement with the library trustees, in that the FoL feels they should have a member attending BOT meetings, and would like a trustee to attend their meetings as well. The trustees discussed this and felt it would benefit the library.

EQUITY COMMITTEE: Tracey reported on the latest Equity Committee meeting. The committee worked on a list of populations they will serve. Marketing and professional development framework will go into place 2023. The next learning circle will be in December.

Committee Meetings:

Finance: Plan for October meeting

Personnel: Plan for October meeting

Facilities: Sarah C. spoke with Paul Mays about the upcoming project. They should be ready to put out a bid in January, so work can start in early spring.

Policy: Plan for October meeting

Old Business

Tracey spoke about the racial equity training for boards that is offered through UHLS and The McLean Group, the contracted training partner. The trustees would need to reserve a spot with Mary, at UHLS. The trustees discussed this.

Strategic Plan: Sarah C. spoke with Tim at UHLS. There is no specific training, but he is willing to attend a board meeting here and/or help develop implementation strategies. Our current plan is good until 2024. Sarah C. will share our current plan with completed action steps with him. The trustees discussed this.

Next Regular meeting will be held Monday, October 24, 2022.

MOTION(SB) SECOND (MMS) PASS: TO ADJOURN AT 8:26 P.M.

Respectfully Submitted,

Sarah Clark, Clerk