

**MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
24 JULY 2023**

Attending: President Belinda Heckler, Sarah Brunt, Marielle McKasty-Stagg, Linda Conway, Georgia Gray, and Sarah Clark, clerk  
Remote Access:

Excused: Tracey Pause

Others Attending:

Call to order 7:00 p.m.

Public Comments: None

The June 26, 2023, minutes were read and accepted as presented, with minor corrections.

**DIRECTORS REPORT:**

Sarah C. that she and Tracey has attended a “train the trainer” library management class at UHLS. The class focused on how to react to patron complaints. Sarah C. explained that they will be training front-end staff in small groups, so this should not be disruptive to library hours. Sarah B. asked if the trustees could be included in this training. The trustees discussed this, and Sarah C. will keep them informed of various training dates/times, should they be available to attend. All training should be completed by October.

Sarah C. reported that she has been contacted by community members to ask for the library’s participation on August 20 for New Scotland Community Days. Sarah C. explained that she would be setting up an informational table, like what is done for the Farmers Market. Sarah C. invited the trustees to attend on that day, should they be available.

Sarah C. reported that she will be attending the August 2 Farmers Market in Voorheesville. Trustee Georgia volunteered to attend as well.

Sarah C. reported that the Heldeberg Garden Club has offered to provide the library with a book-themed decorated tree for the holiday season. The trustees discussed this, and decided that, due to upcoming construction, it would be best to decline this offer at this time.

Sarah C. reported that the Library Expedition has over 35,000 participants to date. Voorheesville Public is still in 3<sup>rd</sup> place for number of visitors.

**PERSONNEL REPORT:** None

**TREASURER'S REPORT:**

**MOTION (LC) SECOND (MMS) PASSED UNANAMOUS: TO ACCEPT THE JUNE 2023 TREASURER’S REPORT OF \$9,726.32 IN THE OPERATING ACCOUNT, \$378,733.61 IN THE CAPITAL ACCOUNT, \$1,112,435.47 IN THE MONEY MARKET ACCOUNT, \$21,509.26 IN THE DONATIONS ACCOUNT, \$2,000.00 IN THE DEBIT CARD ACCOUNT.**

**WARRANTS:**

**MOTION (SB) SECOND (MMS) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 12A & 1 (COMBINED JUNE 10 – JULY 20 REPORT) WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

**STRATEGIC PLAN:**

Sarah C. reported that one goal is to improve the physical library space. Sarah C. spoke with architect Paul Hayes on doing a long-term proposal, since he has been working with Sarah C. for several years. Sarah C. gave each of the trustees a copy of his long-term proposal. The trustees discussed the proposal but wanted more time to read and digest the information. Since the facilities committee will be meeting this week, the board will wait for a recommendation from the committee.

**FOL:** None

**EQUITY COMMITTEE:** None

**COMMITTEE MEETINGS:**

**Finance:** Sarah C. spoke with Adam about “reserve” capital, and if there is a general rule-of-thumb on how much can safely be spent. The trustees discussed this.

**Personnel:** Sarah C. reported that the committee recommends adding 2 paid holidays to the library schedule: Indigenous Peoples Day and Veterans Day. They also recommend closing the Friday after Thanksgiving as an unpaid day. These will be added to the 2023 calendar. Further changes will be discussed for 2024.

**MOTION (LC) SECOND (SB) PASSED UNANAMOUS: TO ACCEPT THE RECOMMENDATION OF THE PERSONNEL COMMITTEE TO ADD VETERANS DAY AND INDIGENOUS PEOPLES DAY AS PAID HOLIDAYS, AND THE FRIDAY AFTER THANKSGIVING AS AN UNPAID CLOSURE.**

**Facilities:** Sarah C. reported that the trustees will need to vote to approve the lowest bid for the upcoming construction project. The bid will go out on August 1, with a bid opening of August 24. The trustees will meet at 6 p.m., Tuesday, August 5 to vote on approval. Sarah C. will send out reminders to the trustees.

**Policy:** Did not meet

**OLD BUSINESS:**

Sarah C. reported that the agreement with CDTA is complete. All of the contracts have been signed by both parties, and CDTA will be installing park & ride signs soon.

**NEW BUSINESS:**

Sarah C. reported that Ann Gainer and Stephen Haimowitz have given the library a donation of \$500, in honor of their daughter Sarah Haimowitz, who passed away this year. Sarah H. was fond of young adult books even as an adult so the money will be used to increase our YA collection.

**MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ACCEPT THE \$500 DONATION FROM ANN GAINER AND STEPHEN HAIMOWITZ IN HONOR OF THEIR DAUGHTER SARAH HAIMOWITZ.**

**ANNUAL ORGANIZATIONAL MOTIONS:**

**MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ACCEPT THE FOLLOWING ANNUAL ORGANIZATIONAL MOTIONS:**

**1. TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY**

2. TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY
3. TO DESIGNATE THE BONADIO GROUP AS OUTSIDE AUDITOR
4. TO DESIGNATE ADAM STUMP AS TREASURER OF THE BOARD OF TRUSTEES
5. TO DESIGNATE PAYLOCITY AS THE LIBRARY'S PAYROLL PROVIDER
6. TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF \$310
7. TO AUTHORIZE THE FINANCIAL OFFICER OR THE DIRECTOR TO APPROVE BI-WEEKLY WARRANTS TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.
8. MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH, WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.

**OFFICER NOMINATIONS:**

Belinda Heckler was nominated for President by Linda Conway and seconded by Marielle McKasty-Stagg.

Sarah Brunt was nominated for Vice-President/Finance Officer by Linda Conway and seconded by Marielle McKasty-Stagg.

A vote will be taken at the September meeting.

**COMMITTEE ASSIGNMENTS:**

The trustees discussed committee placements. No decisions were made.

**PUBLIC DISCUSSION:** None

No Executive session

The next scheduled meeting is 6 p.m., Tuesday, September 5, 2023.

Next Regular meeting will be held at 7 p.m., Monday, September 26, 2023.

**MOTION(MMS) SECOND (LC) PASS: TO ADJOURN AT 8:15 P.M.**

Respectfully Submitted, Sarah Clark, Clerk