

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
26 SEPTEMBER 2023**

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

Remote Access:

Excused:

Others Attending: Tracey Pause, Lynn Kohler, Dennis Ulion

Call to Order: 7:01 p.m.

Public Comments: None

MOTION (MMS) SECOND (SB) PASSED UNANAMOUS: TO ACCEPT THE SEPTEMBER 5, 2023 SPECIAL MEETING MINUTES AND THE JULY 24, 2023 REGULAR BOARD MEETING MINUTES AS PRESENTED.

DIRECTORS REPORT

Sarah C. reported that total circulation numbers are up 10% from July 2022, and up 4% from August 2022. Visitors are up 10% from June 2022, and up 11.4% from August 2022. The number of SRP programs for all ages was 12.8% more than 2022. The number of attendees of all ages was 13% more than 2022.

Sarah C. shared that there were SRP attendance issues, with program registration/waitlists filling, but people not actually attending. She explained that people are forgetting or making duplicate plans for the same dates. The trustees discussed this issue. Since no resolution was found, it will be added to next months old business.

Sarah C. spoke about social media and the different platforms available to the library. She explained that X (formerly twitter) was not getting significant engagement. The trustees discussed the many platforms available, and suggested phasing X out and working more with Instagram, making sure accessibility of posts is a priority.

Sarah C. spoke about the New Scotland Community Day. It seemed to go well, and hopefully we will be invited to participate.

Sarah C. reported that the 2023 Expedition has ended. Voorheesville was the 3rd most visited library in the system, just behind E. Greenbush and Colonie.

PERSONNEL REPORT

N/A

TREASURERS REPORT

MOTION (LC) SECOND (MMS) PASSED UNANAMOUS: TO ACCEPT THE JULY 2023 TREASURERS REPORT OF \$9608.88 IN THE OPERATING ACCOUNT, \$1,305,123.27 IN THE MONEY MARKET

ACCOUNT, \$378,733.61 IN THE CAPITAL ACCOUNT, \$21,564.98 IN THE DONATION ACCOUNT, \$2,000.00 IN THE DEBIT CARD ACCOUNT AND THE AUGUST 2023 TREASURERS REPORT OF \$19,644.37 IN THE OPERATING ACCOUNT, \$957,717,80 IN THE MONEY MARKET ACCOUNT, \$378,733.61 IN THE CAPITAL ACCOUNT, \$21,623.56 IN THE DONATION ACCOUNT, AND \$2,000 IN THE DEBIT CARD ACCOUNT.

WARRANTS

MOTION (SB) SECOND (GG) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 1A, 2, 2A & 3 (COMBINED JULY 21 – SEPTEMBER 14 REPORT). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN

Sarah C. reported that she would recommend contracting with BRMA for our long-term facility goals. Because we have already hired them to do the initial construction project, and they are very knowledgeable on library construction projects, as well as the grants associated with those projects, we would only need to pay them approximately \$10,000 for the long-term plan. Some of the work outlined in the plan has already started. The trustees discussed this and agreed.

MOTION (LC) SECOND (MMS) PASSED UNANAMOUS: TO APPROVE THE LONG-TERM PLAN

FOL

Dennis Ulion was present, representing the Friends of the Library. He reported they have approved their 2023-24 budget and were able to fully fund every requested library program, in addition to all the regular annual program funding they traditionally provide.

Dennis also reported that the book sale raised over \$3,000 last weekend. Tracey Pause added that the FOL donates much of the leftover media to other non-profits, such as senior centers and the Stratton VA.

Dennis reported the next big fundraiser is the Winter Boutique, which will be held Dec 1-3.

Dennis reported that he and Sherry Burgoon will be shopping for a new Jane Salvatore plaque, as the old one is in rough shape and has run out of space for additional names.

EQUITY COMMITTEE

Tracey Pause reported the committee is finalizing the diversity challenge, and it is expected to be available to member libraries in October.

COMMITTEE MEETINGS

Finance: Sarah C. requested that she be able to transfer \$4,400 from the 2022-23 software budget line to increase the 2023-24 E-Resource budget line. The trustees discussed this and agreed.

MOTION (GG) SECOND (MMS) PASSED UNANAMOUS: TO TRANSFER \$4,400 FROM THE 2022-23 SOFTWARE BUDGET LINE TO INCREASE THE 2023-24 E-RESOURCE BUDGET LINE.

Personnel: Sarah C. reported that health care open enrollment is in November, and she has been researching health care alternatives. She reported that costs are astronomical, even for high deductible policies. The trustees discussed this, and Marielle offered to assist Sarah C. with this research.

Sarah C. reported on the COVID sick time issue. She shared that other libraries also had issues with the ever-changing guidelines and were making amends as well. The trustees discussed this and asked for more information for next month's board meeting.

Facilities: Sarah C. shared that, concerning the upcoming construction project, the bid contract has been drafted. There will be a kick-off meeting on October 10, and facility committee members are welcome to attend. The project must be completed by February 29, 2024.

Policy: Sarah C. suggested that the next policy for the committee to work on be a reserve fund policy.

OLD BUSINESS

Tracey reported that the mandatory trustee diversity training must be completed by the end of 2023. That will include 2 (90) minute classes and 1 (60) minute class. The trustees discussed this and would like to add the training onto the end of the October & November board meetings. Tracey will contact UHLS to see if this is possible. The 60 minute class could take place in 2024 if needed.

NEW BUSINESS

The trustees installed a new slate of officers for the 2023-24 term. It is as follows:

Belinda Heckler – President

Sarah Brunt – V.President/Finance Officer

MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ACCEPT THE NEW SLATE OF OFFICERS.

BOARD COMMITTEE ASSIGNMENTS:

Finance: Belinda, Sarah B.

Personnel: Marielle, Linda

Facilities: Belinda, Marielle

Policy: Sarah B., Georgia

MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ADJOURN AT 8:30 P.M.