

**MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
23 OCTOBER 2023**

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

Remote Access:

Excused:

Others Attending: Tracey Pause, Lynn Kohler

Call to Order: 7:03 p.m.

Public Comments: None

**MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ACCEPT THE SEPTEMBER 26, 2023 REGULAR BOARD MEETING MINUTES AS PRESENTED.**

**DIRECTORS REPORT**

Sarah C. reported that Tracey and Lynn met virtually with an employee from Plymouth Rock, our event calendar people. They addressed several program registration issues, including patron notification and texting availability. Sarah C. feels that we should be looking at other calendar programs, as this one does not seem to be able to give us what we need unless we upgrade our service. The trustees discussed this and asked Sarah C. to keep them informed. Sarah C. reported that the bi-weekly construction update meeting with the project personnel will be every other Tuesday at 10 a.m. All trustees are invited to attend.

Sarah C. said that staff have reported that people are concerned about the gardens being removed. Sarah C. said that PR specialist Jeanne is preparing a mailing to address this and other questions. It will explain that the plants/flowers were removed by the landscaper and will be re-planted after construction is completed.

Sarah C. reported that she will be reorienting the information desk on Tuesday morning. It should be facing the rear entrance, as the front entrance will be closed for several months. Sarah C. reported that she and Lynn have been getting quotes for a new alarm system, since work will need to be done once construction is completed. Sarah C. will analyze the quote details and report back to the board.

Sarah C. reported that she, Tracey, Maureen and Molly received training to be able to upload archives to the New York Heritage website.

**PERSONNEL REPORT**

N/A

**TREASURERS REPORT**

**MOTION (GG) SECOND (MMS) PASSED UNANAMOUS: TO ACCEPT THE SEPTEMBER 2023 TREASURERS REPORT OF \$148,119.38 IN THE OPERATING ACCOUNT, \$880,062.39 IN THE MONEY MARKET ACCOUNT, \$378,733.61 IN THE CAPITAL ACCOUNT, \$21,721.38 IN THE DONATION ACCOUNT, \$2,000.00 IN THE DEBIT CARD ACCOUNT.**

#### **WARRANTS**

**MOTION (SB) SECOND (LC) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 3A AND 4 (COMBINED SEPTEMBER 15-OCTOBER 16, 2023 REPORT). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.**

#### **STRATEGIC PLAN**

Sarah C. will report on the Strategic Plan next month.

#### **FOL**

Tracey reported that, at their last meeting, the Friends reviewed the 2023 book sale, and what worked and what didn't. They also discussed the upcoming Winter Boutique details, such as donation dates/times, and what hours the boutique will be open to the public.

Tracey reported that the friends have started reviewing the slate of officers and updating each position's role in the organization. The next meeting will be at 6:30 p.m., November 6.

#### **EQUITY COMMITTEE**

Tracey Pause reported the committee is finalizing the diversity challenge, and it is expected to be available to the Directors Association in early December for approval.

**Finance:** Sarah C. reported that Sarah B. is now authorized to sign checks.

**Personnel:** Sarah C. reported that the committee is currently looking at alternate health insurance plans. They would like to be able to offer more than one to staff, including family/spouse policies, and also dental plans. The trustees discussed this and asked Sarah C. to keep them informed.

Sarah C. reported on the COVID sick time issue. Sarah C. had gone back through payroll and was able to run a report between 6/2020 through 12/2021. She asked the trustees if they would rather just give everyone a week of sick time or reimburse actual sick time usage, up to a week. The trustees discussed this and decided on the latter.

**MOTION (MMS) SECOND (SB) PASSED UNANAMOUS: TO REIMBURSE EACH EMPLOYEE, UP TO ONE WEEK OF REGULARLY SCHEDULED HOURS, FOR ANY SICK TIME USED OF (1) FULL DAY OR MORE, BETWEEN 6/2020-12/2021.**

**Facilities:** Sarah C. invited the trustees to join her every other Tuesday, at 10 a.m. for the construction update meeting.

**Policy:** Sarah C. looked into other libraries' fund balance policies. She stated that most libraries who have a fund balance policy have much more complicated finances than we have. She found that some libraries, rather than have a policy, have a statement explaining why there is a balance in reserves, and what it is intended for. She will talk with Adam to determine if this is the best plan for VPL. It would require regular updating.

**OLD BUSINESS**

Tracey reported that the trustees mandatory diversity training is scheduled for November 6 and November 20, from 6:30 to 8:00 p.m. The final 1 hour UHLS training will be given just before the December board meeting, at 6 p.m., December 11.

**NEW BUSINESS**

Sarah C. asked the trustees to decide if they wanted to include Presidents Day and MLK Jr. Day as full day, paid holiday closures. The trustees discussed this and decided that it would be appropriate.

**MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO INCLUDE PRESIDENT'S DAY AND MARTIN LUTHER KING, JR. DAY AS PAID, FULL DAY HOLIDAY CLOSURES.**

**MOTION (MMS) SECOND (GG) PASSED UNANAMOUS: TO ADJOURN AT 8:00 P.M.**