MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
26 JUNE 2023

Attending: President Belinda Heckler, VP Alan Kowlowitz, Sarah Brunt, Marielle McKasty-Stagg, and Sarah Clark, clerk

Remote Access: Linda Conway

Excused:

Others Attending: Tracey Pause, FOL members Patty Miller, Dennis Ulion, Kathy

Cavanaugh, and

Call to order 7:02pm

Public Comments: Several Friends of the Library members spoke to the trustees about their volunteers, hours, and donations policies. The trustees thanked the members for their time and efforts in support of the library.

REVIEW OF MINUTES: MOTION(MMS) SECOND(SB) PASSED: THE MAY 15, 2023 MEETING MINUTES WERE REVIEWED, AND ACCEPTED AS PRESENTED.

DIRECTORS REPORT:

Sarah C. reported that the library statistics have been improving each month. She highlighted the increase in circulation numbers. The tutoring numbers in the study room are also still increasing. Sarah C. reported that, as requested by the trustees, she had spoken with CDTA concerning the Cycle program. They are going to be releasing more bikes at the end of the summer, and she said that she would follow up with them at that time.

Sarah C. reported that bike day was a huge success. They had 125 t-shirts, and ran out.

Sarah C. reported that the library now has a lock box in the side entry, with Naloxone, a lifesaving drug that helps counteract opioid overdoses. Families are welcome to come and take some home for emergencies. Catholic Charities will be monitoring stock and refilling as needed.

Sarah C. reported that we maxed out at 36 donors at the blood drive last month. Tracey reported that she has already scheduled the next one for October 4.

Sarah C. reported that she attended the challenge training at UHLS on policy writing and making sure that staff and board members are prepared for any public/patron challenges to certain materials or programs.

Sarah C. reported that she and Tracy attended the US Book Show in NYC last month.

Sarah C. reported that she and Lisa Fesmire represented the library at the Pride Parade in Albany.

Sarah C. reported that the Summer Reading Program starts this week. Tomorrow night is the Magic Show. At the PAC. The teens SRP kick-off is Thursday night. The adults SRP starts July 1st. We have a summer intern from Nazareth University helping with SRP.

Sarah C. reported that Ann Gainer, a past part-time librarian at VPL, and her husband Steven Haimowitz, have made a pledge for an ongoing annual donation for children's non-fiction books, in memory of their daughter Sarah, who passed away earlier in the year.

Sarah C. reported that she has learned that we should be recording, in the minutes, how each member of the board votes on motions. That will be the process from now on.

Sarah C. reported that the library has hired a new part-time library assistant, Maureen Mooney. Sarah C. requested that the board approve this new hire.

MOTION (MMS) SECOND (LC) PASSED: TO APPROVE THE HIRING OF MAUREEN MOONEY AS A PART-TIME LIBRARY ASSISTANT, BEGINNING JULY 13.

Sarah C. reported that she and bookkeeper Stacy Cohen have been working on an issue with Paylocity concerning staff not being able to accrue comp time. Sarah believes they have found an answer which will allow staff to accrue up to 2 days of comp time, to be used at a later date. This will help the library to better cover front-end hours and allow staff to work extra hours as needed.

Sarah C. reported that a new payroll policy will be enacted to allow salaried staff who work Saturdays to count the day as a full work day, rather than needing to use accrued time to cover the extra hour. This should be ready by the first full pay period in July.

TREASURER'S REPORT:

MOTION (SB) SECOND (MMS) PASSED: TO ACCEPT THE MAY 2023 TREASURER'S REPORT OF $13,105.73 IN THE OPERATING ACCOUNT, $378,733.61 IN THE CAPITAL ACCOUNT, $1,189,653.74 IN THE MONEY MARKET ACCOUNT, $21,928.17 IN THE DONATIONS ACCOUNT, $2,000.00 IN THE DEBIT CARD ACCOUNT.

WARRANTS:

MOTION (AK) SECOND (MMS) PASSED: TO APPROVE FOR PAYMENT WARRANT 11A & 12 (COMBINED MAY 6- JUNE 9 REPORT) WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN:

Sarah C. will report at the July meeting.

FOL:

Tracey reported that there were no changes to the Friends board. The next meeting is scheduled for Monday, August 7 and will be held either outside on the patio or virtually. The annual appeal letter is being prepared to be sent out. The FOL budget was approved. As part of the collaborative scheduling that had been spoken of earlier, Encore! Books will stay open later during our summer concerts.

EQUITY COMMITTEE:

Tracey reported that the "Equity Challenge" has been sent out to various libraries. They are still waiting for all the replies to be sent back. The object of the challenge is to find ways to make libraries more equitable for everyone.

COMMITTEE MEETINGS:

Finance: Did not meet

Personnel: Meeting postponed

Facilities: The committee met and spoke about what other grants might be available to help with future plans. The bidding for the breezeway project should be completed soon and will hopefully be brought to the board for approval at the July meeting. Construction should start after the Summer Reading Program has finished.

Policy: Alan reported that they worked on 5 policies:

Display Case and Hallway Art Exhibit Space Policy and Exhibitor's Agreement

Freedom of Information Law (FOIL) Policy

Programming Policy

Public Comment Policy for Library Board Meetings

Request for Reconsideration Form (Revision)

MOTION (AK) SECOND MMS) PASSED: To approve the suite of policies presented by the committee.

OLD BUSINESS:

Sarah C. reported that the agreement with CDTA is moving along. The CDTA rep had incorrect contact information for the insurance company, which Sarah C. was able to correct. Our insurance agent let Sarah C. know that CDTA's coverage is adequate, and Sarah C. is confident that we should have a signed agreement by next week.

NEW BUSINESS:

No new business

PUBLIC DISCUSSION: Patty Miller commented that she is pleased with the direction the library is going and is impressed by the number of activities and services offered.

No Executive session

Next Regular meeting will be held Monday, July 24, 2023.

MOTION(SB) SECOND (AK) PASS: TO ADJOURN AT 7:43 P.M.

Respectfully Submitted, Sarah Clark, Clerk