

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
22 January 2024

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

Remote Access:

Excused: Linda Conway

Others Attending: Tracey Pause, Lynn Kohler

Call to Order: 7:03 p.m.

Public Comments: None

MOTION (MMS) SECOND (GG) PASSED UNANAMOUS: TO ACCEPT THE DECEMBER 11, 2023, REGULAR BOARD MEETING MINUTES AS PRESENTED.

DIRECTORS REPORT

Sarah C. reported that digital circulation has now reached over 25% of total circulation and just keeps rising. The trustees discussed the future use of “paper” newspapers and magazines, and they will be watching this trend, re-evaluating budget lines as needed.

Sarah C. reported that the Voorheesville Community and School Foundation (VCSF) has given the library grant money to cover the cost of 5 new laptops. The VCSF and the VCSD PTA have also pledged donation money to help with cost of the upcoming Holocaust programs in the spring and fall.

Sarah C. reported that the clothing/personal care items drive this month was very successful. The drive was in coordination with the local Islamic Center. The donated items will be delivered to the center the first week in February.

Sarah C. reported that she and librarians Michele and Debbie attended a demo for the new calendar system that UHLS is offering. Sarah C. was very impressed with the system and feels it is important to upgrade our online calendar this coming year. The trustees discussed this and approved of this upgrade, as there have been issues with registrations and data collection with the current calendar.

Sarah C. reported that, after getting several quotes from security system vendors, she will be having Doyle Security upgrade our system once the construction project is completed. We have an installation appointment for the end of March 2024. The new system will be available online to Sarah.

Sarah C. reported that UHLS will be offering trustee training 1x monthly for any interested trustee. The training will be available virtually, but UHLS is willing to do group training in person, on location, if requested.

Sarah C. reported that UHLS will be making the annual report available soon.

Sarah c. reported that the annual audit will be completed shortly.

Sarah C. reported that February 7 is library advocacy day at the State Capital. She invited all the trustees, if available, to attend with her and Tracey.

Sarah C. reported that the new Trustee Handbook is now available online. She will be ordering a few print copies to have on hand for future use.

PERSONNEL REPORT – N/A

TREASURERS REPORT

MOTION (MMS) SECOND (GG) PASSED UNANAMOUS: TO ACCEPT THE NOVEMBER 2023 TREASURERS REPORT OF \$84,951.64 IN THE OPERATING ACCOUNT, \$1,814,821.37 IN THE MONEY MARKET ACCOUNT, \$320,582.34 IN THE CAPITAL ACCOUNT, \$21,759.22, IN THE DONATION ACCOUNT, \$1,977.25.00 IN THE DEBIT CARD ACCOUNT.

MOTION (MMS) SECOND (GG) PASSED UNANAMOUS: TO ACCEPT THE DECEMBER 2023 TREASURERS REPORT OF \$38,616.45 IN THE OPERATING ACCOUNT, \$1,769,755.09 IN THE MONEY MARKET ACCOUNT, \$265,730.53 IN THE CAPITAL ACCOUNT, \$21,869.36 IN THE DONATION ACCOUNT, \$1,977.25.00 IN THE DEBIT CARD ACCOUNT.

WARRANTS

MOTION (SB) SECOND (GG) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 6, 6A and 7 (DECEMBER 2, 2023 – JANUARY 15, 2024). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN

The strategic plan is due in February 2024

FOL

Tracey reported that the Friends did not have a meeting this month. She and Sarah C. met with the FOL President, Sherry Burgoon. They discussed the 2024 budget requests for youth services and adult services. They discussed the summer reading program needs, as well as funding to help finance future concerts. They also discussed the possibility of the Friends managing a fundraiser that would help finance the carpet replacement in the library.

The next FOL meeting will be at 6:30 p.m., February 5.

EQUITY COMMITTEE

Tracey Pause reported the Equity Challenge has been sent to library trustees throughout the Upper Hudson library region. She explained that each board must vote to accept the challenge. The trustees discussed this and decided to accept the challenge.

MOTION (SB) SECOND (MMS) PASSED UNANAMOUS: TO ACCEPT THE CHALLENGE UHLS Equity Challenge Memorandum of Intention. Our library intends to participate in the scalable UHLS Equity Challenge. Our board has agreed to pursue change in assessing and improving equity in our library's services. We recognize that while a commitment to equitable library services has no end point this Challenge and its incentives are available through December 31, 2026. We acknowledge that our library is committing the board, director, and staff to the work of deliberate, intentional equity progress in one or more areas of Equity Challenge.

Sarah C. reported that she had been asked by the youth services librarian, Debbie Sternklar, to inform the trustees that Debbie would like to apply for a UHLS Youth Outreach Grant to fund programming on sex, accurate information Youth, and Libraries (SAIYL). The grant contact Debbie Sternklar will also be sent to training referenced in the grant memo of agreement. The trustees discussed this and agreed it would be beneficial to our community.

Finance: Sarah C. reported the committee had met, and the board treasurer, Adam Stump, had presented a 6-month budget, which was reviewed by the committee.

Personnel: N/A

Facilities: Sarah C. reported that the construction is almost complete. The next phase is mainly interior decorating. The trustees discussed this.

Policy: Sarah C. reported the committee had met and discussed the Code of Conduct policy. She had written (2) versions of the policy, and the trustees read each and then discussed. Several changes were made, but a final decision was not reached. This issue will be discussed at the February meeting

OLD BUSINESS

N/A

NEW BUSINESS

N/a

MOTION (SB) SECOND (MMS) PASSED UNANAMOUS: TO ADJOURN AT 8:05 P.M.