

**MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
11 DECEMBER 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: 7:05 p.m.

Public Comments: None

**MOTION (LC) SECOND (SB) PASSED UNANAMOUS: TO ACCEPT THE OCTOBER 23, 2023
REGULAR BOARD MEETING MINUTES AS PRESENTED.**

DIRECTORS REPORT

Sarah C. reported that, as of November, several programs have notices added to their online description that registration will open 3 weeks prior to the date of the program. Sarah C. could not give any more information, as it will take some time to see if this change in procedure will help with no-shows.

Sarah C. reported that UHLS has an online calendar program that they are hoping will work for all of their member libraries. It is currently being used at several of the larger member libraries. Sarah C. will get more information in the next few months.

Sarah C. reported that staff development day went well. It was a full day of learning. Lunch, provided by the Friends of the Library, was appreciated and the afternoon was spent learning about diversity from the McLean Group. Sarah C. requested, and the trustees approved, the next annual staff development day be scheduled for Friday, November 22, 2024.

Sarah C. went over the current procedure for snow emergency days. When the roads seem unsafe, Sarah C. will call the board president, and they will discuss and decide on either a late opening or a cancellation. Sarah C. will then notify staff and the rest of the board members, as well as staff and the public.

Tracey reported that the library participated in the Great Give Back last month, in collaboration with Karie Jeans Closet. The Give Back was a donation drive to collect personal care items for the City Mission. We collected over 20 boxes of items, which were delivered to the Mission. Tracey reported that we also did a staff drive to collect food donations for our local New Scotland Food Pantry. We were able to collect for than 40 lbs. of food for the pantry.

Tracey reported that the staff once again adopted a family, from the New Scotland food pantry, for the holidays. This year, our family had 7 children to buy for, as we had asked for a larger family. That has also been completed, and those gifts will be picked up next week by the family's food pantry liaison.

Sarah C. reported that she received a 70+ page report from Documentary Heritage and Preservation Society of New York with suggestions to improve and expand our local history. One of the suggestions was to have designated staff, as well as a budget line.

Sarah C. reported that librarians have been planning several Holocaust Remembrance programs in April and May. Sarah C. reported that another local library had some protests recently when they held a program that was perceived as being antisemitic. Sarah C. wanted the trustees to be aware there may be protests or patron complaints, and she wanted to confirm that our meeting room policy is current and complete. The trustees discussed this and felt the planning should go on.

Sarah C. reported that she noticed a sign at the local Muslim Center asking for donations. Sarah C. and Tracey felt that since the library has partnered with many churches and local non-profits in the community, that Sarah C. should reach out to the Center to see if there is anything the library can do to help with donations/collections.

PERSONNEL REPORT

TREASURERS REPORT

MOTION (LC) SECOND (GG) PASSED UNANAMOUS: TO ACCEPT THE OCTOBER 2023 TREASURERS REPORT OF \$95,625.25 IN THE OPERATING ACCOUNT, \$1,889,787.55 IN THE MONEY MARKET ACCOUNT, \$442,298.61 IN THE CAPITAL ACCOUNT, \$21,701.25 IN THE DONATION ACCOUNT, \$1,977.25.00 IN THE DEBIT CARD ACCOUNT.

WARRANTS

MOTION (SB) SECOND (LC) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 4A, 5 AND 5A (COMBINED OCTOBER 17 – DECEMBER 1, 2023 REPORT). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN

Sarah C. reported that she is very pleased with the current strategic plan that is in place until the end of 2024. Sarah C. reported that she is currently working on an accessibility webpage. All the library public computers now have screen readers. Sarah C. reported that she is currently working to schedule a visit to the Talking Books and Braille Library, to help improve access to their collection.

Sarah C. reported that our digital access numbers are around 25% at this time but are still climbing. Sarah C. asked the board to consider how we can make libraries unique, as opposed to just another online entertainment venue. The trustees discussed this, but no conclusions were reached.

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Tracey reported that the friends made \$3,378.00 at their Winter Boutique, including raffles and bake sale. They were very happy with this, and plan to follow the same process next year. The trustees discussed the boutique and the only issue they had was the inability to use credit cards to purchase items. The friends are aware of this and are looking into how to accept credit cards in the future. The next meeting will be at 6:30 p.m., January 8.

EQUITY COMMITTEE

Tracey Pause reported the committee will be meeting this Thursday and are planning to launch at the next Directors meeting on January 5. After that, the information will be brought to each library in mid-January, and their board of trustees will need to approve the equity challenge and website launch.

Finance: Sarah C. reported the annual audit will start the first week in January. Sarah C. would like to meet (either in person or online) with the finance committee in January. She will send out a doodle to get a time/date that is amenable for everyone.

Personnel: N/A

Facilities: Sarah C. continues to meet with the construction people bi-weekly. She is being told they are still ahead of schedule. She met Meghan from Butler Rowland Mays to get an estimate for new carpet. The estimate she received to replace the carpet is \$40,000.

Policy: N/A

OLD BUSINESS

N/A

NEW BUSINESS

N/a

MOTION (MMS) SECOND (SB) PASSED UNANAMOUS: TO ADJOURN AT 8:15 P.M.