

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
26 February 2024

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

Remote Access: Stacy Cohen, Bookkeeper and Adam Stump, BOT Treasurer

Excused:

Others Attending: Tracey Pause, Lynn Kohler, FOL Rep. Dennis Ulion, Accountant Theresa Ellis

Call to Order: 7:04 p.m.

Public Comments: None

MOTION (MMS) SECOND (SB) PASSED UNANIMOUS: TO ACCEPT THE JANUARY 22, 2024, REGULAR BOARD MEETING MINUTES AS PRESENTED.

ANNUAL AUDIT: Theresa Ellis, Senior Accountant from Bonadio Group, presented the 2023 financial report to the trustees. Theresa highlighted several aspects of the annual audit. Bonadio Group has issued an unmodified opinion that the financial statements are presented fairly in accordance with GAAP. They did not identify any material weaknesses in internal controls over the library's financial reporting. No new accounting policies were adopted, and the application of existing policies had not changed during the 2023 fiscal year. The trustees were pleased with the audit outcome.

DIRECTORS REPORT

Sarah C. reported that the new trustee manuals are now available.

Sarah C. reported attending a meeting of the Our New Scotland Group, who met at the library this past month. She described the group as local businesspeople that want to highlight the positive aspects of living and working in the Town of New Scotland. She is interested in joining the group as a representative of the library and feels that community involvement can only be beneficial for the library. The trustees discussed this and agreed that a one-year membership should be purchased for \$250, and they will revisit this issue during the next year.

Sarah C. reported that during one of the last windstorms to hit the area, one of our trees had fallen onto a neighbor's property. Upon inspection, Sarah C. and maintenance worker Kevin identified 3 additional trees that could also be a liability issue. DC Bucket tree service was hired immediately to remove those trees. The cost was \$2200. President Belinda suggested a committee to plan the future of the property. The trustees discussed the property in respect to the liability it brings. The trustees would like to take a walking tour of the property, when the weather is warmer.

Sarah C. reported that she had researched the process to change the trustee term limits from 5 to 3 years. The trustees feel that a shorter commitment time may enable more residents to be involved as trustees. The process is time-consuming, and Sarah C. explained that we would need to start now for it to possibly be concluded for the 2025 budget vote. The trustees discussed this and decided to table a decision until next month.

Sarah C. reported that the Friends of the Library had emailed members requesting someone volunteer to be the chairperson for a carpet fundraiser. The carpet squares will be sold for \$10 each, and we will need approximately 4,000 squares to replace the current carpeting.

PERSONNEL REPORT

Sarah C. reported that the library is partnering with Guilderland High School -School to Work program. As such, we are hosting a student intern, 1-2 days per week, at the library for the rest of the school year. The student has a job coach who will accompany her to work.

TREASURERS REPORT

MOTION (SB) SECOND (LC) PASSED UNANAMOUS: TO ACCEPT THE JANUARY 2024 TREASURERS REPORT OF \$58,314.46 IN THE OPERATING ACCOUNT, \$1,694,427.84 IN THE MONEY MARKET ACCOUNT, \$265,730.53 IN THE CAPITAL ACCOUNT, \$21,929.56, IN THE DONATION ACCOUNT, \$1,977.25 IN THE DEBIT CARD ACCOUNT.

WARRANTS

MOTION (LC) SECOND (MMS) PASSED UNANAMOUS: TO APPROVE FOR PAYMENT WARRANT 7A AND 8 (JANUARY 16 – FEBRUARY 15, 2024). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN

Sarah C. reported that she and Assistant Director Tracey Pause have been discussing a project called "Thursday After-Hours". She explained that they would like to offer more adult programming for patrons, and an after-hours time slot is something they have had good attendance with for past programs. They will keep the trustees informed as planning continues.

The trustees expressed their frustration with getting information out to the public. Sarah C. said she will speak with architect Paul about holding an open house/informational meeting for the public to see and hear what is being done, as well as future construction plans.

FOL

Tracey reported that the Friends met on February 5 and set April 1st as the first day of cleaning out the storage sheds. On May 1st the sheds will open for business and begin accepting donations.

Tracey also reported that the Friends are currently working on finalizing officer duty descriptions. They are also finalizing the choice for the Jane Salvatore plaque, honoring the recipients of that college fund award.

Tracey reported that the Friends will be celebrating their 25 year anniversary.

Tracey reported that the FOL has generously approved the Summer Reading Program budget as presented to them. The adult services and young adult services department's requests will be looked at soon.

Tracey reported that the Friends are discussing doing a bus trip in the future. FOL rep Dennis Ulion explained that costs have risen dramatically for buses, and it is not financially advantageous to the Friends at this time, but they revisit this every year, and are looking at more local spots of interest.

EQUITY COMMITTEE

Tracey Pause reported the Equity Challenge has been sent to library trustees throughout the Upper Hudson library region. Only 5 libraries, including Voorheesville, have accepted the challenge to date. Tracey is hopeful that more libraries will agree to accept the challenge before the deadline.

Finance: N/A

Personnel: N/A

Facilities: Sarah C. reported that we are still waiting on the lettering and siding to complete the current construction phase. Benches have been ordered and various types of furniture are being looked at. The trustees discussed this and were happy with the progress.

Policy: Sarah C. reported she had completed the code of conduct update, which has been given to the trustees. The trustees discussed this.

MOTION (SB) SECOND (GG) PASSED UNANAMOUS: TO ACCEPT THE UPDATE OF THE CODE OF CONDUCT AS PRESENTED.

OLD BUSINESS

N/A

NEW BUSINESS

Sarah C. reminded the trustees about the annual budget meeting at 10:00 a.m., Saturday, March 9.

Sarah C. reported that the draft budget includes adding a part-time local history/archive librarian.

Sarah C. asked the trustees to approve the 2023 Annual Report.

MOTION (GG) SECOND (LC) PASSED UNANAMOUS: TO APPROVE THE 2023 ANNUAL REPORT AS PRESENTED.

MOTION (MMS) SECOND (LC) PASSED UNANAMOUS: TO ADJOURN AT 8:17 P.M.