MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
22 JULY 2024

Attending: Vice-President Sarah Brunt, Georgia Gray, Linda Conway, Marielle McKasty Stagg, Laura Lamberton, and Sarah Clark, clerk
Remote Access:
Excused:
Others Attending: Lynn Kohler
Call to Order: 7:02 p.m.
Public Comments: None

MOTION (LC) SECOND (GG) PASSED UNANIMOUS: TO ACCEPT THE JUNE 12, 2024, REGULAR BOARD MEETING MINUTES AS PRESENTED.

DIRECTORS REPORT

Sarah C. reported that all circulation numbers are still rising. Digital use has expanded the most.
Sarah C. reported that UHLS is offering trustee training classes and suggested the Open Meetings Law training, since it's been a while since the VPL board has had that training. Sarah C. will look into what is available.
Sarah C. reported that Tim Burke reported to her that State Ed had received a formal complaint about the construction aid project currently in progress, as well as the room use policy. The Division of Library Development investigated the claim, and determined there was no need to follow up with the library, other than to make us aware that it happened. They commented that our policies are clear and well-crafted, and our grant work has been compliant. The complaint has been resolved and Sarah C. has been told there is no need for any action.
Sarah C. reported that the 2024 Staff Development Day will be held on Friday, Nov. 22. Sarah C. and Tracey have scheduled a visit to the Underground Railroad Museum for the morning; Successful Communication program from EAP after lunch; and then Restorative Yoga to end the day. If time permits, some in-house trainings/meetings will be held.

PERSONNEL REPORT

Sarah C. reported that she had hired Lea Foster as the new part-time archivist. Lea will be part-time temporary for 3 months and will then be part-time permanent.
MOTION (MMS) SECOND (LC) PASSED UNANIMOUS: TO APPROVE THE HIRING OF LEA FOSTER AS PART-TIME ARCHIVIST.

TREASURERS REPORT

MOTION (GG) SECOND (MMS) PASSED UNANIMOUS: TO ACCEPT THE JUNE 30, 2024 TREASURERS REPORT OF $75,981.40 IN THE OPERATING ACCOUNT, $1,233,990.77 IN THE MONEY MARKET ACCOUNT, $119,974.21 IN THE CAPITAL ACCOUNT, $22,354.44, IN THE DONATION ACCOUNT, $1,977.25 IN THE DEBIT CARD ACCOUNT.

WARRANTS

MOTION (MMS) SECOND (GG) PASSED UNANIMOUS: TO APPROVE FOR PAYMENT WARRANT 12A AND 1 (JUNE 7-JULY 12, 2024). THE WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

STRATEGIC PLAN

Sarah C. discussed the current Strategic Plan with the trustees. The plan is scheduled to expire at the end of 2024. Sarah C. explained that we could extend it for a year or decide to write a new one. The current plan includes improving physical library space, improving public visibility in the community, and optimizing library programming. One of the action steps for the facilities goal is to engage patrons in regular communication and updates. To that end, Sarah C. shared a survey that will be given to patrons at every opportunity to help inform what upgrades should be made to the community room. The community room project will be included in the upcoming grant cycle.

FOL

Sarah C. reported that the Friends have not been able to open Encore! as much as hoped, due to the heat and severe storms. Due to anticipated construction at the library, they have decided to move the book sale to September 7-8. There will be no bake sale and the book sale will only be for 2 days.

Sarah C. reported that she is planning for the carpet install to take place toward the end of September. We will need volunteers to help move the collection. The trustees discussed this and felt that the community will come together to help. Sarah C. shared that once the shelving is removed from a wall, that would be the best time to give the walls a fresh coat of paint. The trustees discussed this and agreed with her assessment.

EQUITY COMMITTEE

Sarah C. reported that she and some of the committee members had met with Jeanne Bianchine, our PR/Marketing technician, and Jeanne was very receptive to suggestions on how to implement an inclusive marketing plan as part of the DEI goals. She provided some other suggestions that the group agreed would be helpful. The trustees discussed this and are happy with the progress.

COMMITTEE REPORTS

Finance: N/A

Personnel: N/A

Facilities: Sarah C. reported that she will apply for as much grant money as possible this year, including money to install electrical outlets in the floor of the community room. Sarah reported that the next phase of the current construction project is out to bid. Trustees will need to meet in August, after the August 16th bid opening to select a contractor. The trustees discussed this and will meet Monday, August 19 at 7:00 p.m.

Policy: Sarah reported that an ad hoc committee to help create policy and procedure to direct the local history collection is needed. This committee will be assigned in September.

OLD BUSINESS

Linda C. reported that she and her husband have found the tax property line maps for 78 Prospect St. at the Village Hall. They will be walking the property line to get a better idea of what possible uses there may be for the library. The trustees discussed various pros/cons of owning the property and possible uses. No decisions were made.

Sarah C. reported that she will ask for guidance about "no trespassing" signs from our insurance company.

Sarah C. reported that the attorney the library has used in the past has retired. She is not sure if we will stay with the same firm or move on. The trustees discussed this, but no conclusions were reached. Sarah C. will report further as more information becomes available.

NEW BUSINESS

MOTION (MMS) SECOND (LC) PASSED UNANIMOUS: TO PETITION THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK TO REQUEST THAT THE VOORHEESVILLE PUBLIC LIBRARY ABSOLUTE CHARTER BE AMENDED TO CHANGE THE TRUSTEE TERM LENGTH FROM FIVE YEARS TO THREE YEARS.

MOTION (GG) SECOND (LL) PASSED UNANIMOUS: TO CREATE A TAX EXEMPTION FOR REAL PROPERTY OWNED BY ENROLLED MEMBERS (AND THEIR SPOUSES) OF INCORPORATED VOLUNTEER FIRE OR AMBULANCE COMPANIES OR DEPARTMENTS WITHIN THE SCHOOL DISTRICT.

MOTION (GG) SECOND (LC) PASSED UNANIMOUS: TO ACCEPT THE DEED OF GIFT FROM SUSAN AND TIM ALBRIGHT.

Sarah C. shared the updated VPL holiday schedule for 2024-25

ANNUAL ORGANIZATIONAL MOTIONS:

MOTION (SB) SECOND (LC) PASSED UNANIMOUS: TO ACCEPT THE FOLLOWING ANNUAL ORGANIZATIONAL MOTIONS:

1. TO DESIGNATE THE ALTAMONT ENTERPRISE AS THE OFFICIAL NEWSPAPER OF THE VOORHEESVILLE PUBLIC LIBRARY

2. TO DESIGNATE TD BANK AS THE OFFICIAL BANK OF THE VOORHEESVILLE PUBLIC LIBRARY

3. TO DESIGNATE THE BONADIO GROUP AS OUTSIDE AUDITOR

4. TO DESIGNATE ADAM STUMP AS TREASURER OF THE BOARD OF TRUSTEES

5. TO DESIGNATE PAYLOCITY AS THE LIBRARY'S PAYROLL PROVIDER

6. TO AUTHORIZE THE LIBRARY TO ESTABLISH A PETTY CASH FUND OF $310

7. TO AUTHORIZE THE FINANCIAL OFFICER OR THE DIRECTOR TO APPROVE BI-WEEKLY WARRANTS TO CONTINUE THE EFFICIENCY OF THE FINANCIAL OPERATION AND TAKE ADVANTAGE OF VENDOR DISCOUNTS.

8. MEETINGS WILL GENERALLY BE HELD ON THE 4TH MONDAY OF THE MONTH, WITH SPECIAL MEETINGS OR ADJUSTMENTS CALLED AS NEEDED.

A slate of officers was proposed to be voted on at the September meeting. Sarah Brunt is running for president, and Marielle McKasty-Stagg will be running for vice-president/financial officer.

MOTION (GG) SECOND (LC) PASSED UNANIMOUS: TO ACCEPT THE PROPOSED SLATE OF OFFICERS FOR VOTE AT THE SEPTEMBER MEETING.

Committee assignments will be made at the September meeting.

The next meeting will be a called meeting to approve a bid for construction on Monday, August 19th at 7:00 p.m.

The next regular meeting of the board will be Monday, September 23 at 7 p.m.

MOTION (MMS) SECOND (LC) PASSED UNANIMOUS: TO ADJOURN AT 8:25 P.M.