

**Minutes**  
**Voorheesville Public Library**  
**Board of Trustees Meeting**  
**14 March 2026**

**Attending: President Sarah Brunt, VP Linda Conway, Marielle McKasty-Stagg, Georgia Gray, Laura Lamberton, and Sarah Clark, clerk**

**Others Attending: Tracey Pause**

**Call to Order: 10:28 a.m.**

**Public Comments: None**

**Consent Agenda**

- Minutes for the February 9 regular board meeting
- February 2026 Directors report
- February 2026 Personnel report
- February 2026 Friends of the Library report
- February 2026 Equity Committee report
- January Treasurers Report

**Motion (GG) Second (MMS) Passed Unanimous: To accept the 14 March 2026 consent agenda as presented.**

**Old Business:** none

**New Business: 2026-2027 Budget Development**

Sarah C. presented the budget tax levy information and presented two budgets. One included a transfer from reserve, and one did not. The board discussed the two options.

Because we anticipate a costly building repair on the bathroom plumbing, the board preferred using reserve funds to cover this project, while using tax levy funds to cover the operating costs as presented. Quotes for the repair have been requested, but nothing has yet been received.

**Motion (SB) Second (MMS) Passed Unanimous: To adopt the 2026-2027 budget with a 4.1% increase to the tax levy.**

**Public Comments: None**

The next regular meeting of the board will be Monday, March 23 at 7:00 p.m.

**Motion (LL) Second (LC) Pass Unanimous: to adjourn at 11:41 a.m.**

# Voorheesville Public Library

## Board of Trustees Budget Development Meeting

**March 14, 2026, 10:00 a.m.**

Meeting Called by: Sarah Brunt, President

Attendees: Linda Conway, Vice President; Marielle McKasty-Stagg; Georgia Gray; Laura Lamberton;

Others Attending: Tracey Pause, Assistant Director

Excused:

### **1. Meeting Call to Order by President**

**2. Opportunity for the public to be heard.** (20-minute period, limit of 3 minutes per person)

### **3. Consent Agenda** (5 minutes)

Minutes of Regular Board Meeting

Director's Report

Personnel Report

Friends of the Library Report

Equity Challenge Report

Treasurer's Report

Warrants

Committee Reports

Action: The Board of Trustees approves the consent agenda as presented if no items require exclusion.

### **4. Old Business** (0 minutes)

### **5. New Business** (90 minutes)

Budget Development

**6. Opportunity for the public to be heard.** (20-minute period, limit of 3 minutes per person)

Next Board Meeting: Monday, March 23, 2026, 7:00 p.m.

## **7. Adjournment**

### **Upcoming 2026 Meetings:**

March 23 Adoption of Budget

April 27

May 18 Budget hearing at VPL

June 22

July 27

September 28

October 26|

Nov/Dec 14

## Director's Report

### Circulation Stats:

2025-2026	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
Physical	6426	6164	5930	5672	5304	5142	5808	5954
OverDrive	2687	2737	2729	2877	2518	2520	2829	2493
Hoopla	305	299	232	265	274	295	276	234
Kanopy	84	113	102	118	103	82	114	82
<b>Total</b>	<b>9502</b>	<b>9313</b>	<b>8993</b>	<b>8932</b>	<b>8199</b>	<b>8039</b>	<b>9027</b>	<b>8763</b>
Last Year's Totals	10239	9865	9123	7940	7292	7592	8828	8759
Last Year's Physical vs. Digital	68/32	66/34	66/34	64/36	65/35	64/36	64/36	68/32
	75/25	75/25	72/28	74/26	67/33	66/34	67/33	67/33

**Reference Stats:**

	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
Visitors	3710	3311	4292	3456	3103	3230	3155	3418
Computer Users	111	94	111	117	95	119	131	164
Ref Questions	568	664	295	540	534	431	568	561
Computer Help	48	29	44	46	24	42	54	43
Days Open	25	25	29	30	27	28	28	27
Non-Library events	1	3	1	4	3	5	2	2
Study Room Use	25	36	27	28	26	30	31	29
Exam Proctoring	0	0	0	0	0	0	0	0
Last Year's Visitors	3487	3954	3641	3083	2552	3068	3613	3226



**ICE in Libraries:**

A number of librarians have now attended webinars on the topic of how to respond to ICE agents, or other law enforcement, in the library. All staff should know that if any person from law enforcement requests access to patron information, the response is that they are not authorized to do so, and they need to speak with the director. We also clearly marked our staff-only areas as “Authorized Access Only,” so that there are areas that are off limits to ICE agents. The Director’s response to a request for patron information should be informed with the help of legal counsel. VPL has not had an attorney on retainer for a number of years. Sarah reached out to an attorney recommended by UHLS, Erin Callahan, to know we have someone available if needed for this or another reason.

### **Personnel Report:**

Kk Klevanosky will be helping with bookkeeping for the time Stacy is out on leave. She has met with Stacy several times and will be doing all bookkeeping duties. Sarah and Tracey will be doing payroll and personnel reports (retirement, deferred comp).

Kevin Vantine communicated to Sarah that he will be leaving in April. She has requested an official notice so that a search can begin to replace him. Sarah and Tracey have discussed different options for filling the position.

Gail Brown announced her retirement for the end of August. Plans will be made to celebrate her 25+ years of service to the Voorheesville community.

### **Friends of the Library Meeting Report:**

We met with the Board President and Treasurer to discuss the 2026-2027 budget. We made a few requests for the budget. One of the changes is that FoL will be budgeting for the Museum passes. This will help us to increase our Hoopla Budget. I have also requested the Fiction Book Discussion to be increased due to cost of books. We also asked for the money for us the rights to show The Librarians Movie and it was approved. They also approved for us to purchase a power charger kiosk for the library. The friends are doing Hospitality for the program scheduled for Sunday, March 22 at 1:30 pm, - Trout Tales: An afternoon of stories. Encore is scheduled to open for the season on Tuesday, May 5.

The next FoL meeting is Monday, April 6 at 6:30 pm.

### **Equity Committee Report:**

We met on February 26 and went over the most recent submission from Brunswick on Facilities and Equipment. The most recent getting it done session was Friday, March 6 at the Directors Association meeting. The topic was programming. Sarah and I recently submitted the Staff Learning module. Our submission will be discussed at the next meeting scheduled for Friday, March 27. At this time Voorheesville has four more modules to complete by the end of this year.



## **Treasurer's Report:**

### **January**

Operating Checking Account: Ending Balance \$52,575.87

Opening Balance: \$64,814.11

Receipts: \$105,726.87

Disbursements: \$117,965.11

Expansion Checking Account: Ending Balance \$22,986.14

Opening Balance: \$22,986.14

Money Market Account: Ending Balance \$1,653,242.37

Opening Balance: \$1,750,378.71

Receipts: \$2,863.66

Donation Checking Account: Ending Balance \$22,674.80

Opening Balance: \$22,536.50

Receipts: \$138.30

Debit Card Account: Ending Balance \$1,977.25

Opening Balance: \$1,977.25

Total Funds: \$1,753,456.43

### **Warrants:**

To be presented at the March 23 meeting.