

Minutes
Voorheesville Public Library
Board of Trustees Meeting
22 June 2026

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

Remote Access:

Excused:

Absent:

Others Attending: Tracey Pause, Samantha Bailey, Alan Walther

Call to Order: 7:02 p.m.

Public Comments:

No public comments.

Audit Report

Alan Walther from the Bonadio Group presented the findings of the library's financial audit. The final audit will be shared soon, to be signed.

Consent Agenda

Motion (MMS) Second (LC) Passed Unanimous: To accept the 22 June 2026 consent agenda as presented.

Old Business

The following policies were discussed; The Patron Privacy and Confidentiality Policy and Community Partnerships and Engagement Policy. Additional policies will need review based on the updated NYS Minimum Standards.

Motion (LL) Second (MMS) Passed Unanimous: To approve the two policies as presented by the Policy Committee.

New Business

July 4th Village Event

There will be a July 4th reading of the Declaration of Independence at the Village Gazebo. The library has been asked to help promote the event. The rain location is Village Hall.

Construction Update

There has been a change order to the workroom project to cut down the exterior gutter downspouts at ground level, as an exploratory response to the ongoing plumbing issues. The staff room is moving along and making progress. There was a minor issue with the HVAC due to the slope in the ceiling. Also, the lighting was very difficult to remove due to various cross beams. The staff has been doing well with transition. The next project will be the kitchen, which will also be able to be used for programs. The lighting in the middle part of the library between the circulation and reference desk will also be updated and improved. Also, in early January the plan is to update the community room. Sarah will be submitting for a backup generator in the next round of Library Construction grants.

Adult Summer Reading begins July 1.

Marielle McKasty-Stagg was recognized by the board for her five years of service. She will be missed!

Public Comments

No public comments.

The next regular meeting of the board will be Monday, July 27 at 7:00 p.m.

Motion (MMS) Second (GG) Passed Unanimous: to adjourn at 8:00 p.m.

Voorheesville Public Library

Board of Trustees Meeting

June 22, 2026, 7:00 p.m.

Meeting Called by: Sarah Brunt, President

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

Others Attending: Tracey Pause, Assistant Director; Theresa Ellis, Bonadio Group

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. Financial Audit Presentation – Theresa Ellis, Bonadio Group

4. 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.

5. Old Business (5 minutes)

6. New Business (5 minutes)

Construction Update

Next Grant-funded Projects

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

Next Board Meeting: Monday, July 27, 2026, 7:00 p.m.

8. Adjournment

Upcoming 2026 Meetings:

July 27

September 28

October 26|

Nov/Dec 14

Director's Report

New Scotland Kiwanis Club offered to pay up to \$225 to cover the additional cost for up to 15 students to take the babysitting safety course. No further funds are needed.

While Wainschaf is working on the workroom, they will also be cutting the downspouts that we suspect are tied into the sanitary line. This will be an inexpensive exploratory test to see if excessive rain has been contributing to the plumbing issues.

Two employees were able to attend the Pride Parade in Albany on June 14. Lisa Fesmire and Molly Davis represented VPL in the UHLS group. Molly Davis also represented VPL at the Workforce Challenge. Way to go!

Will C., our Guilderland student intern from the School-To-Work program completed his work at VPL on Friday, 6/12. He graduates this year.

On June 11th, Lea Foster, the library's archivist attended two sessions of the joint AP History and AP Literature class at Voorheesville High School. She worked with the AP History teacher, Priscilla Court, to create a fun, investigation exercise using the Elizabeth Smith collection of WWII letters. Students were split into groups and given 3-5 letters from one individual. They were asked to find clues in the letters to research in an effort to learn about the person, location in which the letter was written and or an aspect of the war/time period. At the end groups were asked to relay one thing they found. There are plans to repeat the session next year.

Tracey and I are exploring the possibility of hosting a free food fridge at the back entrance of the library. The library currently has 2 refrigerators in the kitchen, and we think one of them can be repurposed to help address food scarcity in our community. We've had people ask for help with accessing fresh food, and we have someone interested in volunteering to keep it clean.

Circulation Stats:

2025-2026	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun
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Physical	6426	6164	5930	5672	5304	5142	5808	5954	6158	5400	5445
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OverDrive	2687	2737	2729	2877	2518	2520	2829	2493	2706	2583	2661
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Hoopla	305	299	232	265	274	295	276	234	255	263	273
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Kanopy	84	113	102	118	103	82	114	82	86	149	112
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Comics Plus							20	2	3	4	0
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Total	9502	9313	8993	8932	8199	8039	9047	8765	9208	8399	8491
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Last Year's Totals	9896	9558	8759	7594	6963	7212	8454	8379	9513	9176	8999	8777
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Physical vs. Digital	68/32	66/34	66/34	64/36	65/35	64/36	64/36	68/32	67/33	64/36	64/36
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Last Year's

Physical vs. Digital	75/25	75/25	72/28	74/26	67/33	66/34	67/33	67/33	69/31	69/31	67/33	67/33
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NYT								125	138	136	49
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WSJ								11	17	10	13
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TU	13	6	5	10	12	17	13	14	39	53	85
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Reference Stats:

	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
Visitors	3710	3311	4292	3456	3103	3230	3155	3418	4422	4176	3937
Computer											
Users	111	94	111	117	95	119	131	164	152	109	99
Ref											
Questions	568	664	295	540	534	431	568	561	489	480	459
Computer											
Help	48	29	44	46	24	42	54	43	39	33	18
Days Open	25	25	29	30	27	28	28	27	31	29	28
Non-											
Library											
events	1	3	1	4	3	5	2	2	4	1	1
Study											
Room Use	25	36	27	28	26	30	31	29	31	32	37
Exam											
Proctoring	0	0	0	0	0	0	0	0	0	0	2
Last Year's											
Visitors	3487	3954	3641	3083	2552	3068	3613	3226	4278	3766	3709

Program Stats:

[illegible]

Personnel Report:

Sarah, Tracey, and Debbie met to draft the job description for the new position in youth and family services created by Gail's retirement at the end of August. The job posting will go out in July, with interviews in August, with an anticipated start date in September.

Friends of the Library Meeting Report:

The friends had their annual meeting on June 1. Sarah, Michele and I attended the meeting. The FoL gave a full year recap and passed the annual budget. The FoL have increased the budget that they are giving us for the 2026-2027 budget year. They will be paying for our Museum passes this year. They also have added to our book discussions and concerts budget line. We are very grateful for all that they do for our library and programs.

Julie and Anne will begin working on the new membership letter to go out in July/August.

Encore books is doing well this year but could use more donations of books. They are looking for kids and adult fiction books.

The FoL board doesn't meet in July. The next meeting is Monday, August 3 at 6:30 pm.

Equity Committee Report:

We met virtually on Thursday, June 11. We discussed us being 6 months away from the completion of the three-year equity challenge. So, what is next. The Directors Association had a conversation that they would like the Equity committee to help with support for steps with Web Content Accessibility Guidelines (WCAG). We will continue the discussion at our next meeting. We are thinking we could have "Getting it Done" sessions similar to what we had for this three-year equity module challenge.

We reviewed Valley Falls Library for the Facilities and Equipment module.

The next meeting is TBD.

Treasurer's Report:

April

Operating Checking Account: Ending Balance \$72,127.37

Opening Balance: \$75,094.99

Receipts: \$101,724.89

Disbursements: \$104,692.51

Expansion Checking Account: Ending Balance \$134,529.14

Opening Balance: \$134,529.14

Receipts: \$0

Disbursements: \$0

Money Market Account: Ending Balance \$1,242,682.36

Opening Balance: \$1,340,514.91

Receipts: \$2,167.45

Disbursements: \$100,000.00

Donation Checking Account: Ending Balance \$22,824.26

Opening Balance: \$22,785.56

Receipts: \$38.70

Disbursements: \$0

Debit Card Account: Ending Balance \$1,977.25

Opening Balance: \$1,977.25

Receipts: \$0

Disbursements: \$0

Total Funds: \$1,474,140.38

Warrants , May 13 – June 17, 2026:

Date	Num	Vendor	Amount
05/14/2026	2308255920	JP Morgan Chase Bank NA	8,120.24
05/20/2026	45725	Butler Rowland Mays	2,099.54
05/20/2026	45726	CDPHP	402.01
05/20/2026	45727	Highmark BSNENY	4,606.00
05/20/2026	45728	MVP Health Care	2,694.62
05/20/2026	45729	Ten Eyck Group	583.00
05/20/2026	45730	Town of New Scotland	184.00
05/20/2026	45731	WMHT	60.00
05/21/2026	45732	Towels Outlet	1,792.75
05/26/2026	45733	C. LeClair Cleaning	635.25
06/04/2026	45734	Adam Stump (Void-printer error)	0.00
06/04/2026	45735	Audio Editions	270.00
06/04/2026	45736	Becker's Property Maintenance, LLC	324.00
06/04/2026	45737	Bonadio & Co, LLP	6,000.00
06/04/2026	45738	Burke Electric, LLC.	250.00
06/04/2026	45739	C. LeClair Cleaning	673.75
06/04/2026	45740	CSLP	206.83
06/04/2026	45741	FUMCV	40.00
06/04/2026	45742	Ingram Library Services	896.18
06/04/2026	45743	Jani Poppins	150.00
06/04/2026	45744	John Love	627.00
06/04/2026	45745	Kanopy	122.00

06/04/2026	45746	OverDrive Inc	1,132.37
06/04/2026	45747	Sarah Clark	92.50
06/04/2026	45748	Staples Inc and Subsidiaries	105.42
06/04/2026	45749	TMobile	192.20
06/04/2026	45750	Adam Stump	125.00
06/04/2026	45751	Ingram Library Services	775.14
06/04/2026	45752	Verizon	31.48
06/04/2026	45753	Meerkat Pest Control LLC	150.00
06/09/2026	45754	JP Morgan Chase Bank NA	5,758.22
			\$39,099.50

Committee Reports:

Policy Committee – Updates to Confidentiality Policy, Community Partnerships/
Engagement Policy