

Minutes
Voorheesville Public Library
Board of Trustees Meeting
27 July 2026

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

Remote Access:

Excused: Samantha Bailey

Absent:

Others Attending: Tracey Pause, Lynn Kohler, Deanna Sawyer

Call to Order: 7:04 p.m.

Public Comments:

No public comments.

Consent Agenda

Motion (LC) Second (GG) Passed Unanimous: To accept the 27 July 2026 consent agenda as presented.

Old Business

No old business.

New Business

Construction Update

Sarah C. reported that the staff room construction is almost complete. There are a handful of change orders that need to be done. Staff should be starting to move back into their space sometime next week.

Sarah C. reported that she has begun to complete the application for the 2027 construction grant to purchase a stand-by generator.

Sarah C. reported that the kitchen construction will be starting shortly, as well as updating the entry ceiling in the main collection area. The community room construction will also be starting soon. Sarah C. said that the community room will be done at the same time as the sanitary line upgrade.

By-laws Revision

Sarah C. explained that the current by-laws call for board officer nominations to be done in July and voted on in September. If the outgoing officers were at the end of their service time, this gap could cause issues for the library. Sarah C. requested that “A slate of officers (president, vice-president) shall be presented by the outgoing president (or vice-president, if the outgoing president’s term of service has expired) at the first meeting (July) of each year. Additional nominations may be made from the floor. If two or more trustees have been nominated for one position, the election will be held by open vote. Trustees must achieve a majority of votes in order to be elected as an officer.”

Motion (GG) Second (LC) Passed Unanimous: To accept the change to the organization by-laws as presented.

Community Engagement Agreement Form

Sarah C. presented the updated Community Partner Involving Children Supervision, Liability, and Insurance Requirements policy paper. The trustees discussed the changes to past policy. The new policy is attached.

Motion (LC) Second (LL) Passed Unanimous: To accept the Community Partner Involving Children Supervision, Liability, and Insurance Requirements as presented.

Annual Organizational Motions Consent Agenda

To designate the ALTAMONT ENTERPRISE as the official newspaper

To designate TD BANK as the official bank

To designate THE BONADIO GROUP as outside auditor

To designate ADAM STUMP as treasurer to the Board of Trustees

To designate PAYLOCITY as payroll provider

To authorize the library to establish a petty cash fund of \$310

To authorize the financial officer of the director to approve bi-weekly warrants

Meetings will generally be held on the fourth Monday of the Month, with special meetings or adjustments called as needed.

Motion (LL) Second (LC) Passed Unanimous: To accept the Annual Organizational Motions Consent Agenda as presented.

Motion (LL) Second (LC) Passed Unanimous: To accept the 2026-2027 Holiday Closing List and the 2027 Board Meeting Dates as presented.

Nomination/Election of Officers

President Sarah B. nominated Linda Conway as president and Georgia Gray as vice-president. With no other nominations, Sarah B. called for a motion to accept the slate of officers.

Motion (SB) Second (LC) Passed Unanimous: To accept the slate of officers as presented.

Committee Appointments

Committees will be appointed at the September meeting.

Construction Application

Sarah C. presented the 2027 construction form to board president Linda Conway for approval.

“The completed application for public library construction aid to be administered in accordance with the requirement of education law 273-a and Commissioners Regs 90.12 was read and duly adopted by the board of trustees of the Voorheesville Public Library at a meeting on the 27 July 2026.”

The trustees discussed the application, which was duly signed by Linda.

Public Comments:

No public comments.

The next regular meeting of the board will be Monday, September 28 at 7:00 p.m.

Motion (LC) Second (SB) Passed Unanimous: to adjourn at 7:39 p.m.

Voorheesville Public Library

Board of Trustees Meeting

July 27, 2026, 7:00 p.m.

Meeting Called by: Sarah Brunt, President

Attendees: Linda Conway, Vice President; Georgia Gray; Laura Lamberton; Samantha Bailey; Sarah Clark, Clerk

Others Attending: Tracey Pause, Assistant Director; Lynn Kohler

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.

5. Old Business (5 minutes)

6. New Business (5 minutes)

Construction Update

By-laws Revision

Community Engagement Agreement Form

7. Annual Organizational Motions Consent Agenda, Holidays, Board Roles

To designate the ALTAMONT ENTERPRISE as the official newspaper

To designate TD BANK as the official bank

To designate THE BONADIO GROUP as outside auditor

To designate ADAM STUMP as treasurer to the Board of Trustees

To designate PAYLOCITY as payroll provider

To authorize the library to establish a petty cash fund of \$310

To authorize the financial officer of the director to approve bi-weekly warrants|

Meetings will generally be held on the fourth Monday of the Month, with special meetings or adjustments called as needed.

b. Holiday Closing List 2026-2027, Board Meeting Dates 2027

c. Slate of board officers, elect president and vice-president

d. Committee appointments

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

Next Board Meeting: Monday, September 28, 2026, 7:00 p.m.

8. Adjournment

Upcoming 2026 Meetings:

September 28

October 26|

December 14

Director's Report

Construction is almost complete in the workroom. I anticipate that staff will be partially moved in at the time of this meeting. We were able to make a change order to the current work to include updates to the ceiling and lighting near the front entrance, which is included in a different library construction aid grant.

In other facilities news, our air handler needed one of its two motors replaced. We have a maintenance contract with Walters Group, who completed the repair. Our heating/cooling automated time, which is now over 30 years old, was tripping the A/C off on a daily basis and would need to be manually reset. We had Walters bypass the timer so that the building is now controlled only by thermostat.

The Friends purchased a locking phone charging station for the public. It will be installed over in the adult reading area.

Circulation Stats:

2025-2026	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	TOTALS
Physical	6426	6164	5930	5672	5304	5142	5808	5954	6158	5400	5445	5177	68580
OverDrive	2687	2737	2729	2877	2518	2520	2829	2493	2706	2583	2661	2524	31864
Hoopla	305	299	232	265	274	295	276	234	255	263	273	274	3245
Kanopy	84	113	102	118	103	82	114	82	86	149	112	111	1256
Comics Plus							20	2	3	4	0	0	29
Total	9502	9313	8993	8932	8199	8039	9047	8765	9208	8399	8491	8086	104974
Last Year's Totals	9896	9558	8759	7594	6963	7212	8454	8379	9513	9176	8999	8777	103280
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	64/36	
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	
NYT								125	138	136	160	160	719
WSJ								11	17	10	26	23	87
TU	13	6	5	10	12	17	13	14	39	53	85	47	314

Reference Stats:

	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	Total
Visitors	3710	3311	4292	3456	3103	3230	3155	3418	4422	4176	3937	4844	45054
Computer													
Users	111	94	111	117	95	119	131	164	152	109	99	114	1416
Ref													
Questions	568	664	295	540	534	431	568	561	489	480	459	606	6195
Computer													
Help	48	29	44	46	24	42	54	43	39	33	18	48	468
Days Open	25	25	29	30	27	28	28	27	31	29	28	29	336
Non-Library													
events	1	3	1	4	3	5	2	2	4	1	1	3	30
Study													
Room Use	25	36	27	28	26	30	31	29	31	32	37	41	373
Exam													
Proctoring	0	0	0	0	0	0	0	0	0	0	2	0	2
Last Year's													
Visitors	3487	3954	3641	3083	2552	3068	3613	3226	4278	3766	3709	3496	41873

Program Stats:

	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	TOTAL
0-5 Programs	11	5	11	12	9	8	9	13	12	14	6	7	117
0-5													
Attendance	258	118	251	287	221	174	248	388	330	357	172	205	3009
6-11													
Programs	18	8	3	2	5	4	7	11	9	6	9	3	85
6-11													
Attendance	442	290	60	36	70	101	153	420	142	80	253	536	2583
12-18													
Programs	3	6	7	8	5	10	5	9	11	5	7	5	81
12-18													
Attendance	32	96	458	138	153	312	127	47	186	67	212	440	2268
Adult													
Programs	15	14	22	29	21	15	24	21	27	23	22	25	258
Adult													
Attendance	205	235	293	380	262	186	312	286	377	288	240	352	3416
General													
Programs	3	4	3	1	1	0	0	0	1	0	2	2	17
General													
Attendance	403	498	92	20	77	0	0	0	14	0	82	235	1421
Offsite													
Attendance	360	287	608	288	161	472	266	158	263	221	317	1226	4627
Virtual													
Attendance									27	44	26	100	197
At the Library	41	31	33	44	33	23	33	42	49	40	38	32	439
Offsite	2	2	3	1	0	0	0	1	0	0	1	2	12
YS Offsite	7	4	10	5	5	13	9	11	11	8	7	8	98
Virtual	0	0	0	2	3	1	3	3	3	5	3	4	27
YS Virtual	0	0	0	0	0	0	0	0	0	0	0	0	0

Personnel Report:

The first round of interviews for the Youth Services Librarian position finished today. A second round will be scheduled for finalists. We hope to be able to make an offer mid-August.

Claudia LeClair, our housekeeping employee, transitioned from contractor to civil service employee for the first pay period in July.

Friends of the Library Meeting Report:

The Friends did not meet, however, we are now advertising that they are funding the museum pass program.

Equity Committee Report:

We are working on completing the Collection Development and Programming modules. The committee did not meet.

Treasurer's Report:

June

Operating Checking Account: Ending Balance \$73,095.42

Opening Balance: \$72,127.37

Receipts: \$85,525.07

Disbursements: \$84,557.02

Expansion Checking Account: Ending Balance \$134,529.14

Opening Balance: \$134,529.14

Receipts: \$0

Disbursements: \$0

Money Market Account: Ending Balance \$1,164,628.69

Opening Balance: \$1,242,682.36

Receipts: \$1,946.33

Disbursements: \$80,000.00

Donation Checking Account: Ending Balance \$22,546.52

Opening Balance: \$22,824.26

Receipts: \$37.26

Disbursements: \$315.00

Debit Card Account: Ending Balance \$1,977.25

Opening Balance: \$1,977.25

Receipts: \$0

Disbursements: \$0

Total Funds: \$1,396,777.02

Warrants, June 18 – July 22, 2026:

Date	Num	Vendor	Amount
06/18/2026	45754	C. LeClair Cleaning	654.50
06/22/2026	45755	Corner Gateway	24.75
06/22/2026	45756	Maureen Mooney	27.26
06/22/2026	45757	Jeff Boyer Productions	1,000.00
06/22/2026	45758	OverDrive Inc	915.46
06/22/2026	45759	Village of Voorheesville	178.00
06/22/2026	45760	Bond, Schoeneck & King, PLLC	560.00
06/22/2026	45761	Lisa Fesmire	38.71
06/22/2026	45762	Voorheesville Public Library- /DONATIONAc	78.01
06/22/2026	45763	Butler Rowland Mays	1,110.54
06/22/2026	45764	Matt Yaeger	125.00
07/02/2026	45765	C. LeClair Cleaning	500.50
07/02/2026	45766	Gail Brown	46.40
07/02/2026	45767	MVP Health Care	2,694.62
07/02/2026	45768	TMobile	152.20
07/02/2026	45769	Kanopy	111.00
07/02/2026	45770	Ingram Library Services	1,010.04
07/02/2026	45771	Robert Montione	250.00
07/02/2026	45772	Adam Stump	162.50
07/02/2026	45773	Deborah Sternklar	379.55
07/02/2026	45774	Albany Fire Extinguisher	143.85
07/02/2026	45775	The Walters Co.	1,095.00

07/02/2026	45776	Verizon	31.48
07/02/2026	45777	Highmark BSNENY	4,606.00
07/02/2026	45778	Midwest Tapes	111.70
07/02/2026	45779	Metroland Business Machines	78.66
07/02/2026	45780	OverDrive Inc	8,426.96
07/02/2026	45781	Village of Voorheesville	78.00
07/02/2026	45782	Robinson's Hdwr & Garden	14.97
07/02/2026	45783	Studio One Dance	125.00
07/02/2026	45784	Countryside Septic Service	425.00
07/02/2026	45785	Becker's Property Maintenance, LLC	324.00
07/02/2026	45786	CDPHP	402.01
07/02/2026	45787	Ingram Library Services	351.86
07/02/2026	45788	Tracey Pause	94.98
07/17/2026	45789	Corner Gateway	196.75
07/17/2026	45790	Epic Trainings	380.00
07/17/2026	45791	Ingram Library Services	1,312.41
07/17/2026	45792	Petty Cash	24.80
07/17/2026	45793	Grizzly Adventures, LLC	200.00
07/17/2026	45794	Demco Inc.	105.02
07/17/2026	45795	Capital EAP	225.00
07/17/2026	45796	Mary Duryea	100.00
07/17/2026	45797	Virginia Marcellus	200.00
07/17/2026	45798	Threatdown Inc.	1,978.25
07/17/2026	45799	Town of New Scotland	184.00
07/17/2026	45800	Brodart Co.	115.42

07/17/2026	45801	Midwest Tapes	23.24
07/17/2026	45802	Village of Voorheesville	245.88
07/17/2026	45803	Kohler Lynn	56.55
07/17/2026	45804	Towels Outlet	1,270.00
07/17/2026	45805	Michele Reilly	225.23
07/17/2026	45806	Doyle Security Systems Inc	185.49
07/17/2026	45807	Creativebug	500.00
07/17/2026	45808	Butler Rowland Mays	3,600.00
07/17/2026	45809	Kathy Ceceri's Crafts for Learning	400.00
07/17/2026	45810	NewsBank	1,291.00
07/17/2026	45811	Staples Inc and Subsidiaries	32.74
07/17/2026	45812	Ingram Library Services	1,168.70
07/21/2026	45813	Highmark BSNENY	4,606.00
07/21/2026	45814	MVP Health Care	2,694.62
07/21/2026	45815	CDPHP	402.01
07/21/2026	45816	Travelers	1,319.50
07/21/2026	45817	Kathy Ceceri's Crafts for Learning	350.00
			\$49,721.12
			\$49,721.12

Committee Reports:

Policy Committee – Community Engagement Agreement

VPL Holiday Calendar 2026-27

The library is CLOSED on:

Summer hours begin July 1

Friday, July 3 and Saturday, July 4* - INDEPENDENCE DAY

Monday, September 7 LABOR DAY (Closed Saturday, September 5* and Sunday, September 6*)

Regular Hours Begin September 1

Monday, October 12 - INDIGENOUS PEOPLES DAY

Wednesday, November 11 - VETERANS DAY

Friday, November 20 – Staff Dev. Day

Wednesday, November 25 at 1 pm

Thursday, November 26 - THANKSGIVING

Friday, November 27

Thursday, December 24

Friday, December 25 - CHRISTMAS

Thursday, December 31 at 1 pm

Friday, January 1 - NEW YEARS DAY

Monday, January 18 MARTIN LUTHER KING DAY

Monday, February 15 PRESIDENTS DAY

Sunday, March 28 EASTER*

Monday, May 31 MEMORIAL DAY (Closed Saturday, May 29* and Sunday, May 30*)

Friday, June 18 – Juneteenth

*NOT a paid holiday

Board Meeting Dates

July 27

No August meeting

September 28

October 26

Nov/Dec 14

January 25

February 22

March 13 @10:00 a.m. Budget Development – Public Welcome

March 22 - Adoption of Budget

Board petitions due by 5 p.m., April 19

April 26

May 17** Budget hearing at VPL

Budget Vote May 18 @ MS 2:30-9 p.m.

June 21