

Minutes
Voorheesville Public Library
Board of Trustees Meeting
28 September 2026

Attending: President Linda Conway, Vice President Georgia Gray, Laura Lamberton, Sarah E Brunt, Samantha R Bailey and Sarah Clark, clerk

Remote Access:

Excused:

Absent:

Others Attending: Tracey Pause

Call to Order: 7:04 p.m.

Public Comments:

No public comments.

Consent Agenda

Motion (SEB) Second (GG) Passed Unanimous: To accept the 28 September 2026 consent agenda as presented.

Executive Session: 7:10 p.m.

Motion (LC) Second (GG) Passed Unanimous: To enter executive session in order to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

General Counsel Jackie Giordano was invited via Zoom to attend executive session at 7:12 and excused at 7:37.

Motion (SEB) Second (LL) Passed Unanimous: To exit executive session at 7:50 p.m.

Motion (LC) Second (GG) Passed Unanimous: WHEREAS, the Voorheesville Public Library presently maintains a position with the title of Public Information Specialist PT; and

WHEREAS, the Library has determined that it would be financially beneficial to eliminate the position of Public Information Specialist PT for reasons of economy and efficiency due to the changing needs of the Library.

NOW THEREFORE BE IT RESOLVED, that the Library hereby abolishes the position of Public Information Specialist PT effective October 2, 2026 and authorizes the Library Director to layoff the individual presently serving in that title in accordance with the law and Civil Service Rules.

Old Business

By-laws Revision

The board discussed the future revision of the by-laws.

New Business

Appointment of Children's Librarian

Motion (SRB) Second (SEB) Passed Unanimous: To approve the appointment of Alison Wells to the position of Youth Services Librarian.

Construction Update

Sarah C. stated that the grant for the standby generator for the building was funded at 79% with NYS Construction Aid. A bid is being developed to complete the kitchen and community room renovations together to save on construction costs.

Parking Lot

Sarah C. reported that library staff have noticed a few cars parking unattended overnight. We currently don't have a rule about overnight parking. The board asked Sarah C. to inquire with the Village and the insurance company about posting a sign to indicate no overnight parking from 12 am – 6:00 am.

Committee Appointments

The following committee assignments were made for the 2026-2027 year:

Facilities: Laura, Sarah

Personnel: Linda, Samantha

Policy: Georgia, Laura

Finance: Georgia, Adam Stump

The policy committee will begin working on revising the Purchasing Policy and Materials Policy.

The finance committee will begin a request for proposal process to find potential cost-savings for the outside auditor and landscaping company.

Public Comments:

No public comments.

Adjournment

Motion (LL) Second (GG) Passed Unanimous: To adjourn at 8:19 p.m.

Voorheesville Public Library

Board of Trustees Meeting

September 28, 2026, 7:00 p.m.

Meeting Called by: Linda Conway, President

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

Others Attending: Tracey Pause, Assistant Director; Jacqueline Giordano

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. Executive Session

5. Old Business (5 minutes)

By-laws Revision

6. New Business (5 minutes)

Appointment of Children's Librarian

Construction Update

Parking Lot

Committee Appointments – Facilities, Personnel, Policy, Finance

Purchasing, Materials (Collection) - policies that need review

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

Next Board Meeting: Monday, October 26, 2026, 7:00 p.m.

8. Adjournment

Upcoming 2026 Meetings:

October 26|

December 14

Director's Report

Construction Update: Work in the staff room is done. The remaining furniture was delivered and installed Monday, 9/21. We are working on putting together a change order to this grant to finish the lighting/ceiling project which was started during the main floor renovation. The ceiling above the area between the circulation and reference desks will be replaced with an acoustic felt tile and led lighting arrangement. Engineers will be stopping by to evaluate the efficacy of the HVAC system in the community room and kitchen to see if that needs to be considered in the upcoming renovations of those two spaces. Those projects will be bid together soon for work to begin in 2027. The current grant process is still in review at UHLS. We applied for a full-building standby generator.

Parking Lot: We have been seeing a few cars using our lot for overnight parking. While this isn't typically a problem, it will be a problem during snow removal, and when we have the lot sealed and re-painted this fall. We don't have a policy for parking in our lot for non-library business, except for our contract with CDTA to allow for park and ride.

Insurance Claim: We had our water meter replaced on Aug. 26, per the Village's new metering system, and at some point overnight, the connection became loose and the whole back half of the library was flooded on Aug. 27. Lynn, Sarah, and Tracey cleaned up as much as possible, but Quick Response was needed to address the extensive water damage. The plumber agreed it was his fault, which is documented and shared with our insurance company. We will be receiving a check to replace and repair the damaged areas of the building.

School Board Meeting: Sarah spoke during the public comments period at the Sep. 14 school board meeting. She explained that the library is happy to be part of the solution to the district's tutoring needs, however it can't be the only solution. The board brought the topic up again at the end of the meeting and the superintendent reminded the trustees that paid tutors are not allowed to use the public school for tutoring. I was informed that the tutoring policy was shared by email to all faculty the following day.

Circulation Stats:

	July	Aug.
Physical	5895	5778
OverDrive	2731	2845
Hoopla	331	363
Kanopy	105	146
Comics Plus	2	1
Total	9064	9133
Last Year's Totals	9502	9313
Physical vs. Digital	65/35	63/37
Last Year's Physical vs. Digital	68/32	66/34
NYT	168	153
WSJ	5	6
TU	80	77

Reference Stats:

	July	Aug.
Visitors	4975	3512
Computer Users	100	85
Ref Questions	524	522
Computer Help	28	34
Days Open	25	26
Non-Library events	0	0
Study Room Use	31	34
Exam Proctoring	0	0
Last Year's Visitors	3710	3311

Program Stats:

	July	Aug.
0-5 Programs	13	5
6-11 Programs	18	9
12-18 Programs	5	2
Adult Programs	17	15
General Programs	0	3
0-5 Attendance	434	146
6-11 Attendance	456	360
12-18 Attendance	58	26
Adult Attendance	281	179
General Attendance	0	125
Offsite Attendance	124	172
Virtual Attendance	24	22
At the Library	44	29
Offsite	0	1

YS Offsite	6	4
Virtual	3	3
YS Virtual	0	0

Personnel Report:

Alison Wells accepted the position of full-time librarian in the youth and teen services department. Gail Brown retired on Aug. 27, but will stay on as a substitute. Deanna Ryder-Sawyer (LA) and Carla Meili (librarian) have been added as substitutes and are being trained. We'll be reviewing healthcare options for the upcoming open enrollment. We know health care costs are going up again this year. Chris Sagaas at UHLS is exploring ideas for group healthcare again, but I don't expect anything to be available before we will need to renew, if ever.

Friends of the Library Meeting Report:

The August 3 meeting discussion was as follows:

Conflict of Interest Forms for New Fiscal Year

Cards Received & To Sign/Send

FOL Thank You Cards Ordered

New Treasurer is Judy Klapp

FOL bought a \$30,000 12-month Certificate of Deposit at 3.75% interest.

Judy suggested that an Audit be done soon.

In June, Encore Books netted \$1201. They closed almost every week in July due to weather, and were only open 5 hours for the month. Encore's July income was \$391.

The last day for donations will be Tuesday, 9/8

George Klapp made a new ramp for the sheds, and donated his time and materials.

Donations to Encore Books are still lower than past years

To date we have 193 new members

VPL purchased the rights to the movie “The Librarians” with Friends funds, and it will be shown on 10/8.

The phone charger station, that FOL sponsored, was installed by the magazine section.

The Graphic Novel Book Club will read “Maus” and there will be no charge for the book. It is fully funded by the Friends.

A sign has been put up by the museum passes acknowledging that the passes were provided by the FOL.

NYLA Conference - 11/5-11/7 -Julie will be on a panel to discuss the Winter Boutique as a fundraiser. The fee for both days is \$205.

NSBN Summer Showcase - August 30th (Nichols Park) - Sarah will set up a table and Julie will join her.

Volunteer Reception - October 15th 6:30 - 7:30pm (Community Room)

August 31st meeting- No September meeting.

August: \$1562.75 intake.

Tracey attended the newly resurrected UHLS Friends Council meeting; Michele passed on documents to Julie and has electronic copies for anyone else who wants them. Discussion about the fact that it was valuable and that it would be good for someone from FOL to attend.

Beth has Bake Sale baking volunteers

Raffles were done by Tracey.

Michele gave a tour to the board of the new workroom area, pointed out the new signs in the reading room indicating FOL sponsorship of the Museum Passes and demonstration of the new secure phone charger station that they paid for.

2026 Book Sale Preliminary Figures:

Book Sales: \$2,809.85	2025: \$2,019.20
Bake Sales: \$1,078.00	2025: \$823.00
Raffles: \$721.00	2025: 609.00
Book Bag Sales: \$350.00	2025: \$240.00
Memberships: \$1,425.00	2025: \$805.00
Totals: \$6,383.85	2025: \$4,496.20

Equity Committee Report:

We met August 10th.

Review of the following modules that were submitted by the following libraries:

Ravena-Coeymans-Selkirk Community Library - Marketing

East Greenbush Public Library - Marketing, Board Learning and Recruitment and Organizational Culture and Leadership

Discussion of a celebration in January 2027 for the end of the challenge and celebrate with the committee and the UHLS libraries that participated. The celebration will be before the January BOT meeting.

We are meeting on September 24 and will be discussing the following modules submitted by the following libraries:

Altamont Public Library- Board Learning and Recruitment

Voorheesville Public Library-Board Learning and Recruitment and Programming

Altamont Public Library had the Capital District Center for Independence's do an Accessibility Audit for their library and they sent us the results. We will be discussing this as well.

Recruiting new committee members.

Discussion of another Getting it Done session for a Directors meeting before the end of the year.

What will be working on in 2027. At this time, we plan to work on the Web content accessibility compliance that needs to get done for the public libraries in the area between 2027 and 2028.

Treasurer's Report:

July

Operating Checking Account: Ending Balance \$20,147.58

Opening Balance: \$72,995.42

Receipts: \$80,699.62

Disbursements: \$133,547.46

Expansion Checking Account: Ending Balance \$134,529.14

Opening Balance: \$134,529.14

Receipts: \$0

Disbursements: \$0

Money Market Account: Ending Balance \$ 1,086,475.46

Opening Balance: \$1,164,628.69

Receipts: \$1,846.77

Disbursements: \$80,000.00

Donation Checking Account: Ending Balance \$22,662.96

Opening Balance: \$22,546.52

Receipts: \$116.44

Disbursements: \$0

Debit Card Account: Ending Balance \$1,977.25

Opening Balance: \$1,977.25

Receipts: \$0

Disbursements: \$0

Total Funds: \$1,265,792.39

August

Operating Checking Account: Ending Balance \$83,238.37

Opening Balance: \$20,182.67

Receipts: \$167,440.51

Disbursements: \$104,384.81

Expansion Checking Account: Ending Balance \$134,529.14

Opening Balance: \$134,529.14

Receipts: \$0

Disbursements: \$0

Money Market Account: Ending Balance \$928,136.87

Opening Balance: \$1,086,475.46

Receipts: \$1,661.41

Disbursements: \$160,000.00

Donation Checking Account: Ending Balance \$22,634.85

Opening Balance: \$22,662.96

Receipts: \$38.45

Disbursements: \$66.56

Debit Card Account: Ending Balance \$1,977.25

Opening Balance: \$1,977.25

Receipts: \$0

Disbursements: \$0

Total Funds: \$1,170,516.48

Warrants

July 23 – September 24, 2026

Date	Num	Vendor	Amount
09/01/2026	20071	Accent Furniture	-86,173.16
09/24/2026	20072	Wainschaf Associates, Inc.	-89,300.00
			-\$175,473.16
08/13/2026	33131210030	JP Morgan Chase Bank NA	-3,864.96
07/30/2026	45818	Albany County Clerk	-5.00
07/30/2026	45819	Altamont Enterprise	-90.90
07/30/2026	45820	Arkell Museum, The	-85.00
07/30/2026	45821	Corner Gateway	-200.00
07/30/2026	45822	Dalya Crisafulli	-60.00
07/30/2026	45823	Dinosaurs Rock	-845.00
07/30/2026	45824	Epic Trainings	-114.00
07/30/2026	45825	Gail Brown	-25.99
07/30/2026	45826	George Steele	-285.00
07/30/2026	45827	Habitat Garden Design	-3,800.00
07/30/2026	45828	Honest Weight Food Co-op	-100.00
07/30/2026	45829	Hyde Collection	-100.00
07/30/2026	45830	Ingram Library Services	-367.55
07/30/2026	45831	John Love	-511.50
07/30/2026	45832	Kind Performing Arts	-50.00

07/30/2026	45833	Lindsay Sprague	0.00
07/30/2026	45834	Richard Celentano	-450.00
07/30/2026	45835	Staples Inc and Subsidiaries	-106.20
07/30/2026	45836	Stephen Werthner	-375.00
07/30/2026	45837	Studio One Dance	-125.00
07/30/2026	45838	Town of New Scotland	-184.00
07/30/2026	45839	Underground Railroad	-150.00
07/30/2026	45840	Upper Hudson Library System	-5,331.58
07/30/2026	45841	Verizon	-31.49
07/30/2026	45842	Village of Voorheesville	-78.00
07/30/2026	45843	Ingram Library Services	-1,310.96
07/30/2026	45844	Ingram Library Services	-96.54
07/30/2026	45845	Norman Rockwell Museum	-100.00
08/13/2026	45846	Adam Stump	-150.00
08/13/2026	45847	Becker's Property Maintenance, LLC	-324.00
08/13/2026	45848	Bonadio & Co, LLP	-5,000.00
08/13/2026	45849	Deborah Sternklar	-11.94
08/13/2026	45850	egwc	-3,008.00
08/13/2026	45851	Hannaford	-151.22
08/13/2026	45852	John Love	-313.50
08/13/2026	45853	Jordon Taylor Hill	-375.00
08/13/2026	45854	Kanopy	-115.00
08/13/2026	45855	Lisa Fesmire	-14.37

08/13/2026	45856	Recite Me NA, LLC	-1,500.00
08/13/2026	45857	Robinson's Hdwr & Garden	-47.96
08/13/2026	45858	Staples Inc and Subsidiaries	-39.02
08/13/2026	45859	The Walters Co.	-2,517.89
08/13/2026	45860	TMobile	-172.20
08/13/2026	45861	Troy Allstate LLC	-434.00
08/13/2026	45862	Whispering Willow Wild Care	-350.00
08/27/2026	45863	Bond, Schoeneck & King, PLLC	-503.50
08/27/2026	45864	Butler Rowland Mays	-1,323.20
08/27/2026	45865	Children's Museum at Saratoga	-300.00
08/27/2026	45866	Corner Gateway	-25.00
08/27/2026	45867	Ebsco	-2,297.20
08/27/2026	45868	Epic Trainings	-200.00
08/27/2026	45869	Highmark BSNENY	-4,606.00
08/27/2026	45870	Ingram Library Services	-436.03
08/27/2026	45871	Lindsay Sprague	-155.50
08/27/2026	45872	Metroland Business Machines	-440.07
08/27/2026	45873	Midwest Tapes	-22.49
08/27/2026	45874	MVP Health Care	-2,694.62
08/27/2026	45875	NYSID	-67.80
08/27/2026	45876	OverDrive Inc	-617.92
08/27/2026	45877	Ten Eyck Group	-3,681.39
08/27/2026	45878	Town of New Scotland	-184.00

08/27/2026	45879	Verizon	-31.49
08/27/2026	45880	Village of Voorheesville	-78.00
08/27/2026	45881	Wild Ones Capital Region	-60.00
08/27/2026	45882	CDPHP	-263.63
08/27/2026	45883	George Kuubetesuri	-375.00
08/27/2026	45884	Ingram Library Services	-136.25
09/10/2026	45885	Adam Stump	-100.00
09/10/2026	45886	Albany Institute of History & Art	-100.00
09/10/2026	45887	Becker's Property Maintenance, LLC	-324.00
09/10/2026	45888	Brodart Co. PA	-201.42
09/10/2026	45889	Corner Gateway	-57.00
09/10/2026	45890	Demco Inc.	-47.85
09/10/2026	45891	Friends of Hildene	-125.00
09/10/2026	45892	George Kuubetesuri	-125.00
09/10/2026	45893	Jessie Serfilippi	-100.00
09/10/2026	45894	Joellen Lampman	-100.00
09/10/2026	45895	John Love	-759.00
09/10/2026	45896	Kanopy	-146.00
09/10/2026	45897	Kurt Stegemann	-375.00
09/10/2026	45898	miSci	-350.00
09/10/2026	45899	OverDrive Inc	-703.54
09/10/2026	45900	Robinson's Hdwr & Garden	-34.96
09/10/2026	45901	Staples Inc and Subsidiaries	-28.15

09/10/2026	45902	Studio One Dance	-125.00
09/10/2026	45903	Brodart Co.	-133.76
09/10/2026	45904	The Olana Partnership	-150.00
09/10/2026	45905	TMobile	-172.20
09/10/2026	45906	Troy Allstate LLC	-200.00
09/24/2026	45907	Bond, Schoeneck & King, PLLC	-345.00
09/24/2026	45908	CDPHP	-396.48
09/24/2026	45909	Conant, Heather	-17.99
09/24/2026	45910	Demco Inc.	-305.97
09/24/2026	45911	Hannaford	-99.63
09/24/2026	45912	Highmark BSNENY	-4,606.00
09/24/2026	45913	Johnson Controls Fire Protection LP	-720.67
09/24/2026	45914	MVP Health Care	-2,694.62
09/24/2026	45915	Schoharie Crossing State Historic Site	-25.00
09/24/2026	45916	Staples Inc and Subsidiaries	-34.86
09/24/2026	45917	Studio One Dance	-125.00
09/24/2026	45918	Town of New Scotland	-184.00
09/24/2026	45919	Village of Voorheesville	-78.00
09/24/2026	45920	Ingram Library Services	-1,207.85
09/24/2026	45921	Ingram Library Services	-104.51
09/08/2026	ACH	JP Morgan Chase Bank NA	-2,853.16
			-\$70,123.48
			-\$245,596.64

Committee Reports:

N/A

Board Meeting Dates

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