

MINUTES  
VOORHEESVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
19 APRIL 2010

Richard Ramsey, President called the regular meeting of the Library Board of Trustees to order at 7:05 PM on Monday April 19, 2010.

Attending: Richard Ramsey, President; Robert Kent, Vice-President; Robert Parmenter, Treasurer; Rebecca Pahl, Rita Stein and Gail Sacco, Clerk

Others Attending: Suzanne Fisher

**MINUTES:** The minutes of the special meetings held on March 7 and March 18, 2010 were presented to the Board.

M (RK) S (RS) P: TO APPROVE THE SPECIAL MEETING MINUTES OF MARCH 7 and MARCH 18, 2010.

**FINANCIAL:**

**WARRANTS:** Warrant 8A (February 22-28, 2010) was presented to the Board. Warrant 8A for the operating fund totaled \$7,528.90.

M (RP) S (RCP) P: APPROVE FOR PAYMENT WARRANT 8A OF \$7,528.90 FROM OPERATING FUNDS SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 9 (March 1-31, 2010) was presented to the Board. Warrant 9 for the operating fund totaled \$25,783.44.

M (RP) S (RCP) P: APPROVE FOR PAYMENT WARRANT 9 OF \$25,783.44 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

Warrant 10A (April 1-19, 2010) was presented to the Board. Warrant 10A for the operating fund totaled \$12,503.72.

M (RP) S (RCP) P: APPROVE FOR PAYMENT WARRANT 10A OF \$12,503.72 FROM OPERATING FUNDS. SAID WARRANT IS FILED WITH THE OFFICIAL MINUTES OF THIS MEETING.

**TREASURER'S REPORT:** The FEBRUARY 2010 Treasurer's Report was presented to the Board.

M (RP) S (RK) P: TO ACCEPT THE FEBRUARY 2010 TREASURER'S REPORT OF \$47,627.22 IN THE CHECKING ACCOUNT, \$480,341.74, IN TEMPORARY INVESTMENTS, \$55,285.25 IN THE BUILDING FUND AND \$5,229.89 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$588,484.10.

The MARCH 2010 Treasurer's Report was presented to the Board.

M (RP) S (RK) P: TO ACCEPT THE MARCH 2010 TREASURER'S REPORT OF \$39,504.87 IN THE CHECKING ACCOUNT, \$420,367.81, IN TEMPORARY INVESTMENTS, \$55,283.25 IN THE BUILDING FUND AND \$5,282.98 IN THE MEMORIAL ACCOUNT FOR TOTAL FUNDS OF \$588,484.10.

Transfers and Reports: Gail Sacco distributed a Profit and Loss Budget Report through March 31, 2010 for the Trustee's information. As of March 31, 2010, 72.4% of the budget monies had been expended and 97% of the year's income had been received. This is an unaudited report. A copy of this report is filed with the minutes of the meeting.

M (RCP) S (RK) P: TO TRANSFER \$750 FROM 300200 (TECHNOLOGY EQUIPMENT) TO 300411 (SOFTWARE PURCHASES) TO COVER THE PURCHASE OF LIBDATA, THE COMPUTER MANAGEMENT SYSTEM.

Gail Sacco reported that a CD for approximately 17,189.65 is maturing at the end of April. The rates at Bank of America are quite low and she would like to check rates instead of just re-investing it.

M (RP) S (RS) P: TO CASH IN THE CD 910 000 7426 4250 AND TO DETERMINE THE OPTIONS AVAILABLE FOR INVESTMENT.

Adult Page: Gail Sacco reported that the adult page job description had been re-evaluated. As a result, responsibilities have been expanded to include tasks such as hanging posters, doing the pull list, and working with book donations. Sacco requested a change in the hourly salary since the duties had been enhanced.

M (RS) S (RCP) P: TO CHANGE THE STARTING SALARY OF AN ADULT PAGE TO \$10/HOUR.

Gail Sacco reported that she has spoken with Jim Reilly regarding a resolution to give retirees with 15 years at the library a health insurance bridge between ages 62 and 65.

#### **DIRECTOR'S REPORT:**

Services: Two significant changes to our public computer system will improve our service. We have installed management software, Libdata. This requires people to sign in when they use the computer and then stops access after one hour if someone is waiting. In addition, printing will be picked up at the circulation desk and users will be asked to pay for everything they print. There is a cover sheet on the material for privacy purposes. As a consequence, the statistics will be more accurate.

There is also a new display rack near the front door and almost everyone who comes in looks at it.

#### **12<sup>th</sup> Annual Harbinger of Spring Classical Concert**

Broken Reed Saxophone Quartet performed *Tango and More: Latin American Music*, a lively program of music by Latin American composers and some original compositions by quartet members Charley Gerard and Jenny Hill. The lovely artwork from the Martinez Gallery of Troy added to the Latin atmosphere.

Small Town Friends Festival: The festival committee includes the following people: Michele Reilly (FOL), Laura Smith (FOL) Rebecca Pahl (Trustee), Tom Thorpe, Karen Finnessey (Village), Deb Baron (Town), Janna Shillinglaw (New Scotland Business Builders). Peg Dorgan from the Historical Association has indicated her support as well.

Building: Gail Sacco reported that the community room walls are being painted.

Personnel: Mary Hofelich has agreed to become the library's new financial manager.

Charter: Gail Sacco received a letter from the Division of Library Development. They have reviewed our charter and discovered that our service area is unclear because in 1949 we served School District #3, which is now the Voorheesville Central School District. The Trustees need to pass a resolution to clarify this. This is also an opportunity to change the term of office for trustees.

Joseph Mattie at DLD indicated that our current by-laws specify a range of board members—from a minimum of 5 to a maximum of 11. Changing the number would simply require a resolution by the current trustees. The trustees will discuss this further at their next meeting.

M(RS) S(RCP) P: TO ACCEPT THE DIRECTOR'S REPORT.

**OLD BUSINESS:**

Building Expansion: Gail Sacco, Rita Stein, and Bob Kent will meet to discuss the timeline and mechanics of a capital campaign. They will bring their recommendations to the board for further discussion.

Budget FY 2010-2011: M (RCP) S (RS): TO ADOPT A BUDGET OF \$1,029,700 FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2010 AND ENDING ON JUNE 30, 2011. OF THIS AMOUNT, \$999,700 IS FOR OPERATIONS AND \$30,000 FOR DEBT REPAYMENT,

The Trustees discussed the upcoming public hearing on May 3, 2010 at 7 PM.

**EXECUTIVE SESSION**: M( RK) S(RS) P: TO GO INTO EXECUTIVE SESSION TO DISCUSS THE PROPOSED LEASE OR SALE OF REAL PROPERTY.

The Board went into executive session at 8:30 PM.

M (RK) S (RS) P: TO COME OUT OF EXECUTIVE SESSION.

The Board came out of executive session at 8:45.

**NEW BUSINESS**: There was no new business.

M (RK) S (RCP) P: TO ADJOURN THE MEETING.

The meeting was adjourned at 8:50 PM. The next meeting will be a special meeting on Monday, May 3, 2010 at 7:00 PM in the library.

Respectfully submitted,

Gail Alter Sacco, Clerk