

MINUTES OF THE JANUARY 27, 2021 MEETING OF THE BOARD OF TRUSTEES  
OF THE WILLIAM K. SANFORD TOWN LIBRARY

A meeting of the Board of Trustees of the William K. Sanford Library was held on Wednesday, January 27, 2021.

**Attendance:**

Present: Florence Abrams, Craig Blair, Mary Ellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, Matthew Sissman, and Keith Volsky.

Also Present: Library Director Evelyn Neale

**Call to Order:** C. Blair called the meeting to order at 6:00 pm.

**Election of Officers:** The following officers were elected unanimously-

President: C. Blair  
Vice-President: D. Cramer-Sharer  
Secretary: M. Bolton

**Oath of Office:** Officers participating by zoom will sign their oaths of office and submit them to Director Neale.

**Public Comment:** None

**Approval of the Minutes:** The December minutes of the board meeting were approved upon a motion by K. Fanniff and seconded by D. Cramer-Sharer.

**Finances:**

The yearly and December financial reports were reviewed. The Library ended the year with a surplus of approximately \$387,746.00 excluding any outstanding benefit obligations.

A motion to approve the financial report, made by D. Cramer-Sharer and seconded by M. Bolton, was approved.

**Personnel:**

Two staff members returned as of January 1. One staff member resigned in the fall, one staff member retired in late fall, and seven staff members have been laid off as a result of the budget cuts.

**Director's Report:**

The Library remains in the yellow phase of Covid precautions with the public allowed in the building for a maximum of fifteen minutes and books still are being quarantined for seventy-two hours. Our Library is unique in the area because it is providing both curbside services and allowing the public limited access to the building.

Stewart's has donated \$2000.00 to the Library to be used for the Library's digital collection.

Despite the pandemic, all of the programs that the Library is offering are full, almost 49,000 items have been circulated, and the staff have been doing a great job with running programs and helping people apply for unemployment and Covid vaccinations.

Because Colonie is now passing on credit card service charges on to those making payments with credit cards, anyone using a credit card to purchase an item from the Library will be charged the service fee in addition to the cost of the item.

The Library is entering into a new copy machine contract under which it will be getting a coin-operated combination copier and printer which can also make color copies for use by the public. A motion to approve this action made by K. Fanniff and seconded by M. Bolton was approved.

### **Building and Grounds:**

The new roof has been completed, and there are no longer any leaks.

A glycol leak in the heating system had to be repaired. To date efforts to contact the engineer who did the groundwork for the present heating system, which will be updated in the near future, have not been successful.

The Library also needs new surveillance cameras (estimated cost between \$5000.00-\$10,000.00) because the former surveillance system had to be dismantled as a result of the redesign of the Library.

### **Friends of the Library:**

The Friends made \$2487.00 from their fall book sale and \$2600.00 from their annual appeal.

### **Upper Hudson Library Association**

The proposed State budget cut for libraries is less than expected-five percent. As a result, there shouldn't be the major drop in deliveries to libraries that was previously expected.

### **New Business:**

The Library's proposed 2021 calendar was presented. There will probably be no Sunday hours through at least Labor Day. A motion to approve the calendar made by K. Fanniff and seconded by M. Bolton, was approved.

Sarah Goff, who has been the Library's liaison to UHLA for over five years, is going to be stepping down so a new liaison will have to be appointed. Board members requested information about the liaison's role and accountability. E. Neale will obtain more information from UHLA for the board.

D. Cramer-Sharer volunteered to obtain information from CBA for board members who wish to make a donation in memory of Linda Murphy's husband, Jack.

**Adjournment:** The meeting was adjourned at 7:17 pm upon a motion by K. Fanniff and seconded by K. Volsky.

**Next Meeting:** February 24, 2021 at 6:00 pm.

Respectfully Submitted,

Florence E. Abrams  
Secretary