

MINUTES OF FEBRUARY 24, 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, February 24, 2021.

Attendance:

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

Also Present: Library Director Evelyn Neale and Town Board Liaison Linda Murphy

Call to Order: C. Blair called the meeting to order at 6:01 pm.

Public Comment: None

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

Committees:

Service Committee: The Opening Plan is in place and library staff are prepared for changes. The new hours are Mondays open to 8 pm, and open to 6 pm on Tuesdays, Wednesdays, and Thursdays.

Equipment Use Policy: A motion to approve the Equipment Use Policy were approved upon a motion by M. Sissman and seconded by F. Abrams. The new copier arrives this week and will mean maintenance of one machine instead of two.

Gift & Memorial Policy: This policy will be voted on next meeting as changes are still under discussion.

Administration Committee:

Budget and Finance: January expenses are on target. January is the month in which annual fees are paid for subscriptions and Upper Hudson. A motion to approve the financial report was made by D. Cramer-Sharer and seconded by K. Fanniff.

Building and Grounds: Sage Engineering additions to the evaluation for heating system upgrade has come in. Boilers need to be tested for asbestos. Bids are out for this.

Personnel: Mike Nash is not back working at the library.

Sexual Harassment policy and Discriminatory Harassment Prevention policy: A motion was made by F. Abrams and seconded by K. Volsky for the library to adopt the Town of Colonie's policies on these matters.

Director's Report:

Annual Report: The annual report reflected that being closed due to Covid resulted in a relatively small decrease in circulation. Digital circulation greatly exceeded last year's numbers. A motion to approve the Annual Report was made by D. Cramer-Sharer and seconded by K. Fanniff.

UHLS-COLN rep: Upper Hudson has reduced the quarantine period for materials to 48 hours. The updated budget reflected a 7.5 cut (rather than 25 percent) so that delivery services were not impacted. The representative from the Colonie Library for Upper Hudson was discussed. The term of office is 5 years and Sarah Goff will be stepping down in June. Issues brought to UHLA are also discussed at the Directors' meetings. A resume for Sheila Malagrida, a representative of the community will be distributed for discussion at the next meeting.

NYLA's Advocacy Day is February 25. Neil Breslin is available at 9:30 and Phil Steck available later in the day. Ask Evelyn for Zoom information.

Friends of the Library: The Friends of the Library are resorting--and weeding the donations in the shed. They are working in the Stedman room. Donations are still coming in on Thursdays. Member letters and thanks yous are still going out. A question was raised about the Friends Facebook page and whether it was being updated.

New Business: The March Reading Challenge is being run in conjunction with Ronald McDonald House, with both the library and Ronald McDonald House supplying prizes.

The summer theme is Tales and Tails and will involve a celebration of fairy tales, folklore, and mythology. Plans, A, B, and C are being developed for hybrid virtual and outside programs with the Stedman room as back up if it rains. These plans will take into account the Town Pandemic Plan which should be released in early April.

The Story Trail on the property was refreshed. Plans to duplicate the Story Trail in Menands and possibly in other spots in Colonie are being discussed.

D. Cramer-Sharer reported that a donation was made to CBA in memory of Jack Murphy.

Board Comment:

Adjournment: The meeting was adjourned upon a motion by K. Fanniff, and seconded by M. Sissman, was approved at 6:41

Next Meeting: March 24, 2021 at 6 pm

Respectfully Submitted,

Mary Ellen Bolton
Secretary