

MINUTES OF MARCH 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, March 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. M. Sissman suggested a moment of silence for Fred Field.

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

**Committees:**

**Service Committee:**

**Opening Plan:** The library no longer has a visitor time limit. Some tables are available for use. Capacity is set at 30 people. No food or drink. Upper Hudson has announced that the quarantine for materials will be reduced to 24 hours and starting in May there will be no quarantine for materials. Closing time on Tuesdays through Friday is now 6. Library is now open 43 hours a week. 55 hours is the state requirement which will involve additional nights and Sundays. Hopefully in September we will get there.

**Gift & Memorial Policy:** Remove strike through and in sixth paragraph. Pursuant to added. Motion to accept made by F. Abrams and seconded by M. Sissman.

**Administration Committee:**

**Budget and Finance:** Year is 22 percent over. No updated budget from the Town available yet. May be available tomorrow or Monday or Tuesday. Budget on target. Miscellaneous Non-Book is mostly subscription payments made at the beginning of the year. A motion to approve the February financial report was made by K. Volsky and seconded by K. Fanniff

**Building and Grounds:** Updating quotes on blinds. In 4 to 6 weeks new blinds should be installed on front and side facing Albany Shaker. Approved for sign on Field Drive. Sandwich type of sign because of visibility on Maxwell Road. Town redoing insurance and a walk through has been done with insurance assessor. May get a reduction in insurance because of fire safety improvements. Asbestos found inside heating system. The company has to do report on remediation and will be asked for a quote. More complicated than expected. It was noticed that some flashing on the roof had come loose and S & L was here within an hour to fix it. Tale in the Trail are possibly going to be installed in Cook Park. Opening date for Tale in the Trail will be in May for Menands. Art on the wall is a fundraiser for the Friends. Already sold one. North Colonie and South Colonie schools will be exhibiting art in the months ahead.

**Personnel:** Jessica Loveland extended leave. Angela Massy has an extended leave of absence until April. E. Neale is working on change in her job description. Pruyn House responsibilities were not considered part of the job when she was hired. She will be requesting reclassification to reflect the greater job responsibilities.

**Director's Report:**

Updated website done by Jessica Kercher to make website more modern and accessible. Watch for survey about the website.

Certain Dr. Seuss titles that have been in the news because of inaccurate depictions of ethnic apparel and issues of cultural respect have been moved from the Children's Collection to Reference not because of censorship but because they have increased in value. On Amazon some of the titles were worth a thousand dollars. Books can be consulted in the library but can not be checked out.

People counter is working and changes color as it gets closer to the Maximum amount allowed.

Copier policy needs to be adjusted as new copier could not be set at the amounts previously approved. Now the cost is 10 cents for a black and white copy, 30 cents for a color copy, and 50 cents for fax. Motion made to accept changes by K. Fanniff and seconded by M. Sissman.

**UHLS-COLN:** We need someone by June to replace Sarah Goff. Board member or community member need to attend a meeting once a month. Resume of possible candidates will be shared by E. Neale. Librarians from Upper Hudson are working on updating subject headings to eliminate discriminatory terms.

**Friends of the Library:** Zoom meetings for Friends were cancelled for March and April. Stedman Room was being used to sort donations, but room is needed for other purposes. Efforts were made to help organize and books were moved to the shed. Stedman Room is now available for other uses. Program supply request for funds were not approved because they did not have meetings. If there is no meeting in May, Board may need to reach out to improve communications.

**Old Business:**

**New Business:** M. Sissman suggested the library address be changed to Field Drive in honor of Fred Field's commitment to the library. Town board would have to approve it. Is it an official street? M. Sissman will do research about practical considerations and we will take it up at the next board meeting. Naming policies, google directions, etc are some things that need to be considered.

**Board Comment:**

**Adjournment:** The meeting was adjourned at 6:50 pm upon a motion by K. Fanniff and seconded by F. Abrams.

**Next Meeting:** April 28, 2021 at 6 pm

Respectfully Submitted,

Mary Ellen Bolton  
Secretary