

MINUTES OF APRIL 28, 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, April 28, 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 6:02 pm.

Public Comment: Schuyler Riedell Klee shared her slideshow about her plan to earn a Girl Scout Silver Award Project, creating a Pollinator Garden with Bird and Bat Houses, a sustainable community project of at least 50 hours, that she wants to do at the library. Pollinator gardens are needed to sustain the ecosystem and food supply. This project has minimal maintenance and low irrigation needs. She intends to provide bird and bat houses, 2 of each. The education component will have an interactive chat bot accessed by QR code, a paper pamphlet, and a tie in to Tale on the Trail. By mid-May Schuyler hopes to plant flowers and have educational materials ready. She is hoping to have a ribbon cutting during Pollinator week in late June. Library garden volunteers would like to meet with Schuyler to discuss possibilities. Plaque has to be presented to director and board for approval. The board appreciated the lively presentation and approved this project. The director will inform her of this decision.

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

Committees:

Service Committee:

Opening Plan: Division of Library Development, asked for library hours to increase to try to meet state required hours by June 1. Starting June 1, the library will be open Mondays and Thursdays 11-8. Tuesdays, Wednesdays, and Fridays 10-6, and Saturdays 10-5. After Labor Day, the library will open Sundays 10-5. At that point, we will be meeting state required standards.

The people counter allows staff to be aware of how many people are in the building. Capacity is now set for 40.

Administration Committee:

Budget and Finance: Year is 32% over and we are doing fabulously. A motion to approve the March financial report was made by M. Sissman and seconded by K.Fanniff.

Building and Grounds: Asbestos abatement needs to be addressed by Ambient Environmental. Then replacement of the heating project can go to bid by mid-May or early June.

Bids are out to replace the sprinkler system paid for by the building fund.

Sign on Field Drive is in progress. Easement has been obtained. The sign will mirror the one out in front except for the V shape format. This will be covered as a building fund expense.

The training lab is having an improved sound system installed. The Stedman Room is having a new screen installed. Surveillance cameras (\$15,000 budget) will be installed. Once it is decided where the cameras will go, both inside and outside of the building, that project will be completed. Cost covered by Grants

Garden will be supplemented by plants supplied for Conservation Day at the Colonie Town Hall. Working on completing all building maintenance projects.

Personnel: Posted are two positions: Librarian II position (promotional position that requires a Civil Service test) and a Principal Library Clerk position. Angela Massey is going to resign due to health issues. Jessica Loveland has returned.

Director's Report: The William K. Sanford was voted the best library in the Capital Region for the 6th year in a row by the *Times Union*. Now available is the Annual Report to the Community that reflected the library's successful year.

Two patrons had to their library privileges restricted due to behavior.

The availability of the *Epoch Times*, a newspaper by an alternative religious organization, was challenged by a patron. The form was filled out and decision was made to move the publication to the newspaper collection so that people who want to can read it in the library, instead of providing a place of distribution.

The March challenge with Ronald McDonald House involved partnering with schools, children, adults resulted in a check for \$600 to support the library.

Metro Fax is now up and running. This is a subscription service. Items needing to be faxed are downloaded to a flash drive and emailed.

Two new Tale of the Trails will be created in Menands and the Palmer Pocket Park on Central Ave.

UHLS-COLN: There are two potential candidates for the library representative. We need to have someone by May. Involves an hour a month. Meetings are generally at 4 pm.

Antiracism task form has been created by Upper Hudson. Survey about training was taken at the meeting and submitted.

Friends of the Library: Evelyn met with the leaders of Friends of the Library to clear the air. There was some miscommunication about working in the Stedman Room and efforts will be

made to eliminate negative feedback. We want the Friends to feel recognized and appreciated. Volunteer of the Year nomination in progress. Giving Tree suggestion was a mixed media mural using paint and Cricut cutting machine. Changing plaque will rotate with a naming of different projects tackled by Friends. The Book Nook will start at the Farmer's Market at the Crossings on May 15.

Old Business: M. Sissman researched changing the library address which would have to be done by the Colonie Town Board at the Kimberly Sq post office. Letterhead, business cards, and library cards that have the address on them would have to be changed. The draft resolution was distributed at the meeting. M. Sissman also showed us something his brother got as an Eagle Scout that was presented by Fred Field. Questions were raised about whether patrons would understand the connection, the expense of replacing materials, and the possible confusion caused by the address change with directions/GPS. The board decided not to not pursue this further but the library is open to alternative ways to honor Fred Field.

New Business: Evelyn asked to switch the May meeting to May 19. Virtual meeting law has been extended through May 19. When that extension ends, we will have to meet back in person.

Board Comment: D. Cramer-Sharer listened to Earth Day presentation that discussed electric charging stations. Considering the library as a possible site is a question for the Colonie Town Board. Currently there are grants for installation.

On behalf of the board, congratulations were extended to Evelyn for once again heading the best library in the Capital Region.

Adjournment: The meeting was adjourned at 7:11 pm upon a motion by K. Fanniff and seconded by K. Volsky.

Next Meeting: May 19, 2021 at 6 pm

Respectfully Submitted,

Mary Ellen Bolton
Secretary