

MINUTES OF MAY 19, 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, May 19, 2021.

Attendance:

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

Also Present: Library Director Evelyn Neale

Call to Order: D. Cramer-Sharer called the meeting to order at 6:02 pm.

Public Comment: Marcy Savage, Latham resident, is interested in being the representative to the Upper Hudson board. She is a huge fan of libraries and partner in a government relations firm in downtown Albany. She is involved in health care and charities.

Approval of the Minutes: The April board meeting minutes were amended and approved upon a motion by K. Fanniff and seconded by M.E. Bolton.

Committees:

Service Committee:

Opening Plan: June 1st is the start of new library hours. The library will be open Mondays and Thursdays 11-8. Tuesdays, Wednesdays, and Fridays 10-6, and Saturdays 10-5. The first program will start June 10th. The town is allowing the library to use one of their tents for programs.

All of the libraries in Albany and Rensselaer are maintaining their mask policies for now. The Town of Colonie has changed the mask policy so that vaccinated employees do not have to wear masks, but HR agreed that time to clarify mask policy for the library was necessary. So the mask policy for the library will remain in place for the next two weeks. Evelyn would like to be back for the change. At the June meeting, there will be an update.

Administration Committee:

Budget and Finance: 38% of year has been completed. Budget lines are within that 38% of annual costs.

2022 budget due June 28. Details will be presented at the June meeting. The town wants the same budget amounts as presented last year. A motion to approve the May financial report was made by M. Sissman and seconded by K. Volsky.

Building and Grounds: Hoping to go to bid by beginning of June. Sign quotes are difficult to get. Waiting for sprinkler estimate. The AV project will be on Town Board agenda May 27th. No update on surveillance equipment.

Personnel: Resolution for personnel. It is recommended that for the Competitive Principal Clerk position be filled by Health Janczak, currently a clerk in tech services, effective May 24, 2021. The test

has not been given so this will be a provisional appointment until the test is given. K.Volksy moved to approve, K. Fanniff seconded.

There are three candidates for the Librarian II position. Interviews will be in the next few weeks. A recommendation will be made at the June meeting.

Director's Report.

Toys being moved into the outside play area. Things that are easy to clean will be available in the inside children's area.

The library website is being worked on Nathan Hayer and Jessica Kartcher.

Pruyn House interviews took place and Tammy Sherry will be approved as the Pruy House administrator.

UHLS-COLN: Candidates for the UHLS board position include Marcy Savage and Karen Dvork. Marcy was able to join us via Zoom but Karen could not. Evelyn read their interest statements and backgrounds before we decided to table this decision so that we can meet with Karen Dvork. Evelyn will set up a separate meeting for this in early June.

The virtual UHLS Annual Celebration is scheduled for **Wednesday, June 9 starting at 6:30pm.** M. Sissman is planning to attend.

Friends of the Library: The friends had their meeting last week and their treasurer's report reported a balance of \$74,486. 43. Three \$500 gift cards were purchased as prizes. They liked the 3D mural idea for the Giving Tree.

Old Business: Schuyler Riedell Klee's will start work on the Pollinator Garden with Bird and Bat Houses on June 5. She has been in contact with the garden volunteers. Her requests for approval of for signs were discussed. Gifts policy was reviewed. Three votes were held: Pollinator sign was approved (all agreed), black granite plaque with Schuyler's name was not approved (Matt and Florence disagreed), the alternative to a black granite plaque (temporary stepping stone for growing season that Schuyler would take at the season's end) was approved by all except Matt who abstained. It was carried that Schuyler can put up the Pollinator sign and an temporary alternative stepping stone. Evelyn will email her today.

New Business:

Evelyn suggested policy committee be created so that we can review all our policies within 5 years. Tabled for the next meeting.

Board Comment:

Adjournment: The meeting was adjourned at 7:23 pm upon a motion by K. Volsky and seconded by M. Sissman.

Next Meeting: June 23, 2021 at 6 pm. Zoom may not be an option if the governor does not extend the open meeting exception.

Respectfully Submitted,

Mary Ellen Bolton
Secretary