

MINUTES OF JUNE 23, 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, June 23, 2021.

**Attendance:**

Present: Florence Abrams, 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:**

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

**Committees:**

**Service Committee:**

**Opening Plan:** In June the new hours were implemented. More tables were put out and are getting more use. More people coming in, group homes, families. Summer reading sign up has begun. Over 100 adults and over 50 teens signed up to kick it off. Town budget being presented this week then further changes will be made. Programming held in the tent. Limit of forty plus wait list. If weather is good, wait list can be accommodated. If program is moved to the Stedman Room, limit will have to hold.

**Administration Committee:** Budget for 2022 included in the packet. 1.3 % increase from the 2021 budget. Very close to our five year average. Slowly bringing staff back but we will not return to preCovid staffing. Slight equipment increase because of computer costs. Should see a reduction in our utilities cost once we finish the final part of the project. LED lighting, new systems will help with this. Staff proposal includes two Librarian II positions. Not asking for more fulltime clerical help at this time. Like to hire part time librarian, part time library aide and a couple of pages. Question was raised about Shaun

who is not supervised by Evelyn. A motion to approve was made by M. Sissman and seconded by F. Abrams

**Budget and Finance:**

The five year budget plan will be consulted about fines. E commerce has resulted in a slight increase. Budget meeting will give details about debt and insurance (liability). Looking at the year to date and we have 46% over and we are pretty much on target. Hydroelectric credit back to the library is being discussed as this is the first year it will be reflected on the budget. A motion to approve the June financial report was made by K. Volsky and seconded by K. Fanniff.

**Building and Grounds:** Bids for the HVAC system still ongoing. Blinds were installed on south and east sides of the building. AV equipment on back order may be coming in August as well as security and will also come in August. AJ Signs won bid for the sign. Waiting for site plan to get permit approval. \$5,000 repair for replacing compressor is being addressed. Still have issue with leak and found that a sealant was not properly installed. We will be getting quote to remove insulation and make repairs. Roof manufacturer (Fieldstone?) was called because of bubbling in adhesive on the roof and it is covered by warranty for 20 years. Need

permits for heating system and sign, (don't need it for AV updates). Schuyler Riedell Klee installed her garden and reception is Friday at noon.

**Personnel:**

Resolution to promote Elissa Valente as a full time librarian II effective June 28, 2021. Motion made by K. Fanniff and seconded by F. Abrams.

**Director's Report.**

Evelyn has been working with staff and discussion have led staff to move into different positions based on their interests and strengths.

Budget was put together for Pryun House.

A special needs patron used a special need pass that she should not have had and the Bethlehem Library called with concerns. Her account was frozen and was asked to return this card. She returned everything and apologized. Guest passes and how they are used was adjusted.

**UHLS-COLN:** Marcy Savage was appointed as our Upper Hudson representative. Motion was made by K. Volsky and K. Fanniff seconded.. Evelyn will let her know.

Ancestry database will result in a refund because of a change of how this database is paid for.

Bill about ebooks that allows for more use for multiple users has passed both houses and needs to be delivered to the governor.

**Friends of the Library:** The Friends has a \$1,300 month thanks to the Book Nook. Little Free Libraries will be put up around the community. Ten to fifteen people are interested in putting them up. They are maintained by the people who put them up. Friends are waiting for building materials to do down before starting their grant program for this.

**Old Business:** Schuyler Riedell Klee has her celebration for her project this Friday at noon. Bird houses and bat houses have not yet arrived, but locations have been picked out. People came in looking for brass plaques. Person asked if we would consider a stand. They are made of a very heavy material. Originals are in storage. Replication costs will be explored so that it can be placed inside as it would be difficult to put them outside and concerns about liability because of their weight if they fell on anyone.

Evelyn suggested policy committee be created so that we can review all our policies within 5 years. We have about 20 policies to review. K. Fanniff, M.E. Bolton, and C. Blair volunteered to be on this committee.

**New Business:**

**Board Comment:**

**Adjournment:** The meeting was adjourned at 6:45 pm upon a motion by K. Fanniff and seconded by K. Volsky.

**Next Meeting:** We will not have meeting in July and August. Our next meeting will be scheduled for September 22, 2021 at 6 pm. Zoom will no longer be an option so we will meet in person.

Respectfully Submitted,

Mary Ellen Bolton  
Secretary