

MINUTES OF September 22, 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, September 22, 2021.

Attendance:

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

Also Present: Library Director Evelyn Neale, Town Board Liaison Linda Murphy and UHLS Coln. Representative Marcy Savage

Call to Order: C. Blair called the meeting to order at 6:00 pm.

Public Comment:

Approval of the Minutes: The June board meeting minutes were amended and approved upon a motion by D. Cramer-Sharer and seconded by M.E. Bolton

Service Committee:

Opening Plan: We are fully open. 10-8 M-Th, 10-6 Fr, 10-5 Saturday and 1-5 Sunday. Vaccine mandate from the Town is waiting for advisement from higher up. Mask mandate required for public buildings is in effect for all town buildings. So far patrons are 99% are compliant. Masks are given out to those who don't have one.

Programs start in October in person. Online trainings are virtual as the library needs equipment in the training room.

Administration Committee:

Budget and Finance: The year is 72 percent over and we are on target. Have received 94 percent of our income. Little bit over on repairs due to issues with units on the roof. Leak over the teen room has been fixed several times. When insulation was removed they found it was not properly sealed. That has been addressed.

Motion to accept financials made by D. Cramer-Sharer and seconded by K. Volsky.

Building and Grounds: Generous donor provided money to buy shed for the back. Permit has been obtained. Surveillance cameras installed and working. Very helpful for keeping the building and grounds safe. Cameras cost \$15,000 and was paid for by the Friends of the Library. Waiting on parts for compressor. Heating bid went to J.W. Danforth \$284,000. It will not be able to be completed in October because of supply issues so project pushed to the spring. Asbestos monitoring and commissioning bids have been postponed. Safety ramp needs part to be repaired and has been ordered.

Personnel: Resolution made to appoint Julie Landry as part time page starting Sept 27 made by K.Fanniff and seconded by M.E. Bolton. Resolution made to appoint Megan Buff as part time page starting Sept 27 made by D. Cramer-Sharer and seconded by K. Volsky.

Policy Committee:

Tutor Policy: Tutoring policy has been distributed for review. Discussion ensued. Policy will be distributed to tutors as they come in once it has been approved. This policy will be shared with local school districts so that they are made aware of the changes. A vote may be taken at the next meeting after a second review.

Program Room Policy: Program Room policy defines new spaces and changes made in old spaces. Updates were distributed. Discussion ensued. A vote may be taken at the next meeting after a second review.

Board Room Policy: This may be amended after we see use and demand. Data about demand will be kept to help decide what would need to be adjusted.

Director's Report.

Summer reading program had 1,300 participants. 907 youth read for 401,287 min, 109 teens read a total of 41,012 minutes, 316 adults read a total of 7,341

Employee recognition lunch. Evelyn recognized for five years.

Intern coming in from SUNY Albany to have her work experience in the library. She will be working with the whole team.

UHLS-COLN: App is finally live. Good for searching. Patrons can scan their barcodes into the app. A new tool in our toolchest.

Friends of the Library: Annual meeting in October. Balance before book sale was over \$81,000. Book sale starts Oct. 1 with a \$5 entry fee. The other days are free admittance. Friends may be asked to buy possible new room divider for the Stedman Room is being researched.

Mural with raised leaves tree will be started this fall.

Old Business: William K. Sanford plaque has been photographed and the poster framed. This will replace the original heavy plaque. Other plaque will duplicate this process. They will be hung right next to the circ desk

New Business: The November meeting moved to Nov. 17, 2021. The Dec. meeting moved to Dec. 15, 2021. Naming possibilities—patrons are coming in and asking for possible ways to donate in memory of someone. Exploring ideas for accommodating these requests. Price marks for ways of giving something tangible. What are other libraries doing? Will continue this discussion at the next meeting.

Board Comment:

Thanks to Marcy for stepping up and being our representative for UHLS. She has joined administrative and program committees. She is happy to have a chance to be our advocate.

Adjournment: The meeting was adjourned at 7:03pm upon a motion by K. Fanniff and seconded by D. Cramer-Sharer.

Next Meeting: Our next meeting will be held Oct 27, 2021.

Respectfully Submitted,

Mary Ellen Bolton
Secretary