

MINUTES OF OCTOBER 25, 2023 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, October 25, 2023.

Attendance:

Present: Craig Blair, Mary Ellen Bolton, Donna Cramer-Sharer, Eric Phillips, and Keith Volsky

Also Present: Director Evelyn Neale, Marcy Savage, COLN Rep to UHLS and Rep, Jeff Madden, Town Liaison

Absent: Cara Bronner and Kimberly Fanniff

Call to Order: D. Cramer-Sharer called the meeting to order at 6:00 pm.

Public Comment:

Approval of Minutes: A motion to approve the September board meeting minutes was made by E. Phillips, and seconded by C. Blair. A motion to accept the Sept. 23 Hiring Committee minutes was made by M.E. Bolton, and seconded by K. Volsky.

Committees:

Service Committee: Evelyn distributed a written report.

Administration Committee:

Building and Grounds: Evelyn distributed a written report. On Monday the YS artwork for the entrance will be installed.

Budget and Finance: Year is 82% over. A motion to approve the financial report was made by C. Blair and seconded by M. E. Bolton.

Personnel: Resolution made to appoint Lee Ricci as a fulltime Librarian I starting Nov. 6, 2023. Motion to appoint was made by M. E. Bolton and seconded by K. Volsky.

Policy Committee: The Emergency Procedures Policy was reviewed by the board for the second time. A motion to approve was made by C. Blair, and seconded by E. Phillips. The Inter-library Loan Services policy was reviewed for the first time. Evelyn will do calculations about cost per year and how many people are using the service for the next meeting.

Director's Report: Evelyn distributed a written report.

UHLS: Marcy reported that the September Upper Hudson meeting was held at the schoolhouse at Pruyn House before the Library Expedition party. Over 40,000 visits across the system for the Library Expedition. NYLA conference is being held Nov. 1-4 in Saratoga Springs.

Friends of the Library: Annual meeting was held in September in the Makerspace. Donations and shipments to Thrift Books were discussed. Recycling is still an unsolved issue.

Old Business:

New Business: Nomination committee needs to be formed to produce a slate of candidates for next year. C. Blair announced he is resigning as of Dec. 31, 2023. Mary Ellen Bolton's term is up this year. She will serve until her replacement is found.

Board Comment:

Adjournment: A motion was made to go to executive session at 6:49 pm to discuss the employment history of candidates for hire by K. Volsky, seconded by C. Blair. The motion passed 5-0.

A motion to adjourn from executive session at 7:15 pm was made by C. Blair, seconded by E. Phillips, Motion passed 5-0.

Public session resumed at 7:16 pm. A motion was made to advance a candidate for hire by K. Volsky and seconded by C. Blair. Motion passed 5-0.

A motion to adjourn was made at 7:19 pm by E. Phillips, and seconded by K. Volsky.

Next Meeting: The next meeting is Wednesday, November 15 at 6 pm at the William K. Sanford Town Library. There is no virtual option for Board members.

Respectfully Submitted,

Mary Ellen Bolton
Secretary

William K. Sanford Town Library

Director's Report

October 2023

Students in Local Government Day went well with approximately 30 students representing Shaker, Colonie and CBA. Many students attended the Town Board meeting on 9/28. On 9/29 students cycled through Latham Water, the Town Dump and the Justice Department getting tours and demonstrations. The day culminated in lunch at the crossings.

High School Youth Advisory Board met for the first time this year October 5th. Students were oriented and discussed speakers and projects for this year.

Global Youth Services Day is Saturday October 28th. This is a collaborative Albany County program. Food drives are being done at the High School, in the library, at various local churches and by some individual groups. All food will be brought together on 10/28 at the Crossings and will be delivered to the Regional Food Pantry Monday 10/30.

Town of Colonie Halloween event is Friday 10/27 at the Crossings. We will be hosting a Trunk or Treat. There are already 300 signed up and a waiting list started. There will be 13 trunks to trick or treat at along with games and a story time.

Elissa, Ashleigh and I met with Valerie Johnson from Albany County. The official letter with the awards for 2023 was received. I am working on claim forms. Elissa and Ashleigh are working on a report for this grant cycle and beginning the grant documents for next cycle.

As I mentioned in my September report, we explored migrating to a new calendar software. Library Market was the best choice. The software is a single source with all modules included in one product vs. the library's current software and many of the other options available. It would be slightly more expensive at \$3000 annually vs. \$2400 and will resolve a number of challenges we have with the current software. We would like to migrate over the next few months so that the new software is in place for Spring of 2024 so that any bugs can be worked out before our busy Summer season. There is a \$2500 set up fee that will be paid this year so that the software is ready to work with in early 2024.

On 10/12 a number of us met with a representative from Hoopla to see if the Library could begin offering this service again. After some discussion with the sales rep she developed some projections. They projected for approximately \$12,000 annually the library could provide the service. A request was made for the 2024 budget to add an additional \$25,000 to the Book Budget to make this possible. As there is much demand we will be moving forward with this product.

The collection development team met to discuss collection assignments for 2024 and database subscriptions. The library is currently looking at renewing Consumer reports and A to Z database and the possibility of adding Novelist.

Building and Grounds:

The Town Historian and Colonie Historical Society are fully moved in and getting settled.

A new server was ordered for HVAC control system on 9/27.

On 10/7 due to the weather the power in the town around the library was on and off causing an issue with both power and network connectivity forcing the library to close around 2:30 pm. Having the Hotspots that were purchased in August as a result of other power outages helped the library remain open as long as it could. Because the library is an emergency location for the town and the server room hosts a back up of the town network the Supervisor has requested that Lisa Travis and Matt McGarry work on getting a back up generator installed at the library in addition to a ductless air conditioner for the server room. It is my understanding that this expense will not come from the library.

Still waiting on the new communicator for the security system from Johnson Controls as well as the contract to be signed for the Fire Monitoring system. The contract is with the Town Attorney.

Budget and Finance

The tentative 2024 budget was shared with all departments. It will be voted on in November. The library's proposed budget was included.

The Comptroller has requested any additions to the Capital Plan for 2024. In addition to the completion of the parking lot which is already accounted for I have submitted a memo for the purchase of a new lawn mower. We are in receipt of a letter from Chris Richard in the Fleet department that our current mower is no longer repairable. The quote for the new mower included in the memo is \$13,465.42

Personnel

On 9/26 Cooper Sidoti resigned his Page position.

We look forward to welcoming Lee Ricci on November 6th.

Friends of the Library held a very successful book sale raising just over \$13,000. On 10/10 the Friends held their Annual meeting. It was reported that they have raised a total of \$54,653.61 and spent a total of \$26,972.76. The following slate of officers were elected:

- Becky Klope - President
- Amy Sonder - Vice President
- Leslye Milos - Treasurer
- Mary Van Ullen - Secretary

I will be out of the office from 10/30-11/12 for PTO and from 11/20-23 for medical reasons.