

MINUTES OF NOVEMBER 15, 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, November 15, 2023.

Attendance:

Present: Mary Ellen Bolton, Cara Bronner, Donna Cramer-Sharer, Kimberly Fanniff, Eric Phillips, and Keith Volsky

Also Present: Director Evelyn Neale,

Absent: Craig Blair, Marcy Savage, COLN Rep to UHLS and Rep, Jeff Madden, Town Liaison

Call to Order: D. Cramer-Sharer called the meeting to order at 6:01 pm.

Public Comment:

Approval of Minutes: A motion to approve the October board meeting minutes was made by E. Phillips, and seconded by K. Volsky.

President's Report: D. Cramer-Sharer reported on a sustainable funding training she attended given by Upper Hudson.

Committees:

Service Committee: Evelyn distributed a written report. Halloween event was well attended. Issues about lighting and the lines in the front parking lot were discussed.

Administration Committee:

Building and Grounds: Evelyn distributed a written report.

Budget and Finance: Year is 87% over. A motion to approve the financial report was made by K. Fanniff and seconded by C. Bronner.

Personnel: Resolution made to appoint Elissa Valente as library director starting December 22, 2023. Town board meeting for ratifying appointment is at 7 pm on Nov 30. Motion to appoint Elissa Valente as director was made by K. Fanniff and seconded by K. Volsky. Motion passed unanimously. Elissa Valente will be invited to the December Board meeting.

Policy Committee: The Inter-library Loan Services policy was reviewed for the second time. Amendment was made to the policy to limit ILL for Colonie residents only plus a few other changes. A motion was made to approve the Inter-Library Loan Services was made by K. Volsky and seconded by K. Fanniff.

Director's Report: Evelyn distributed a written report.

UHLS: Marcy sent a report about Upper Hudson's last meeting that Evelyn shared with us.

Friends of the Library: Friends doing a Holiday Craft Fair the first week of December. They asked for fund requests for next year to earmark money out of their budget. They were happy with the Children's Room Entrance artwork.

Old Business: Nomination Committee was formed. C. Blair told D. Cramer-Sharer that he volunteered to chair. Eric Phillips and Cara Bronner agreed to be on that committee. They will present a slate of candidates at the December meeting.

New Business:

Board Comment:

Adjournment: A motion to adjourn was made at 6:46 pm by E. Phillips, and seconded by C Bronner.

Next Meeting: The next meeting is Wednesday, December 20 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
November 2023

Town of Colonie Halloween event a Trunk or Treat was Friday 10/27 at the Crossings. There were more than 800 in attendance, 13 trunks to trick or treat at along with games and a story time.

On Saturday 10/28 from 9-12 all the food that was collected for Global Youth Services day was brought to the crossings, boxed up and loaded onto a Uhaul. It was delivered to the Regional Foodbank on Monday 10/30.

10/26 Karrie McLellan and had an online meeting with Hoopla to strategize the roll out. 11/14 we have a Launch call.

After a few months of evaluating the use of the Troy Record, USA Today and the Sunday Boston Globe we have decided to cancel subscriptions to these. The increase in subscription expense was not warranted by the usage.

We have decided to go with a subscription to Newsbank database. This will provide online access to USA Today as well as the Times Union. The subscription is for 2024 though we have been given early access. We chose not to subscribe to Novelist.

From 11/1-4 6 of the professional staff attended NYLA which was in Saratoga Springs this year. Reviews were very positive on the workshop offerings.

Building and Grounds:

On Monday 11/6 the design for the YS entrance was installed. It looks great!

The new server for the HVAC system arrived and is currently being configured.

The Fire monitoring system contract with Johnson Controls has finally been signed.

Personnel

Lee Ricci started 11/6 and is doing well. He already assisted in 2 programs. He will be doing a morning and an evening drop in story time starting in January as well as sharing the Thursday afternoon STEAM program with Ann-Marie Heldorfer.

Policy

As a follow up on the changes to the ILL policy. In 2022 the library received 398 ILL's and filled 54. So far in 2023 we have received 261 and filled 105. The cost of the service is approximately \$5000 annually which includes a software subscription and postage. This would equate to between \$11-15 per transaction. The majority of requests are for between 1 and 3 items.