

MINUTES OF MAY 24, 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, May 24, 2023.

**Attendance:**

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

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

**Call to Order:** D. Cramer-Sharer called the meeting to order at 6:03 pm.

**Public Comment:**

**Approval of Minutes:** A motion to approve the April board meeting minutes was made by C. Blair and seconded by C. Bronner.

**Tim Burke, UHLS Director:** Discussed what is needed for a library director search and a suggested timeline. Upper Hudson is here to help.

**Committees:**

**Service Committee:**

**Administration Committee:**

**Building and Grounds:** Evelyn distributed written director's report with details. EV chargers and parking lot repaving to be done. Discussion of the library possibly purchasing corner property (quarter acre mostly wetlands right on the corner of the library) will be on June's agenda. Town historian move going forward. No additional storage space needs to be provided.

**Personnel:** Motion to appoint Ashleigh Whitfield, L1 effective June 5, 2023, was made by K. Fanniff, seconded by C. Bronner. Resolution to approve Ian Welch as Permanent Lib.Tech Support Assistant. effective May 25, 2023, was made by K. Fanniff, seconded by C. Bronner. Mike Nash has submitted his resignation for the town of Colonie effective June 29, 2023. Amy Mortensen put in her resignation effective today.

Budget memo for the remaining 2023 salary schedule was distributed. Changes in staffing were outlined. Discussion was tabled until our next meeting.

**Budget and Finance:** Evelyn distributed report. Motion to approve the financial report made by C. Blair, seconded by K. Fanniff.

**2024 Budget:** Evelyn distributed the 2024 Budget Memo for the William K. Sanford Town Library. Motion made to accept the 2024 budget made by C. Blair, seconded by K. Fanniff.

**Policy Committee:** Maker Lab Policy was reviewed again. Next month will be the third and final review.

**Director's Report:** Distributed by Evelyn.

**UHLS:** Library Expedition, Annual Celebration, and Challenge training all mentioned at Upper Hudson meeting.

**Friends of the Library:** Distributed by Evelyn. Book Nook has started.

**Old Business** Staff Appreciation luncheon is set for June 7 at 1 in the Stedman Room. The Town Supervisor will be there. Others are welcome to come. Breakfast will be provided on Friday by the Friends of the Library. The Colonie Library has won two more awards and staff will be at annual dinner to accept the awards.

Children's room design feedback was shared with Janice. She is away so Evelyn will provide response at our next meeting.

**New Business:** Reminder that more Core Trustee Training and Trustee Handbook Book Club Open Meetings are coming up. K. Fanniff and D. Cramer-Sharer attended the Preparing Your Library for a Challenge training and found it valuable.

**Board Comment:**

**Adjournment:** The meeting was adjourned at 7:47 pm upon a motion by E. Phillips and seconded by K. Fanniff

**Next Meeting:** The next meeting is now on Wednesday, June 21 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

May 2023

**Building and Grounds:** On May 9th I attended a meeting in the Supervisor's Board Room with Andrew Curry, Chris Kelsey and Sean McGuire to discuss options for installing 4 EV Chargers in the Library parking lot. Unfortunately through a technicality we did not receive a grant from the state. The total cost to the library would be approximately \$26,000. The Town has a grant for \$11,000 that they were willing to put towards the project with the remainder coming from either the balance in the Library project or from operational funds. Sean was going to work on putting the project together, confirming the cost with the supplier and send it to me to do the resolutions for the Town Board.

Staff and back parking lot is set to be done in the beginning of July. The front will be done after the EV Chargers are installed.

Additionally discussed at the meeting was the corner property where the CYC used to be. There has been discussion of Economic Development and the IDA either donating it or selling it to the Town/Library. This is something that qualifies for a Library Construction Grant. The Grant could cover 50% of the purchase price. I will put this on the agenda to discuss in June. Construction Grant applications are due in August.

On April 27th Katelyn Reepmeyer came to the library to assess the space for the Historian and to evaluate if we can maintain our storage internally vs. putting up an outside structure. On May 8th I met with Andrew, Katelyn and the Town Historian Kevin to go over Katelyn's assessment. It was decided that Kevin would only need to take up the one space and that the library could use what was the TV Studio for storage. Matt and Shaun will come in to build a wall between what will be the Historian space and what is Program storage and preparation space.

The final drawing for the YS entrance design was presented to the Library Board. Modifications are under discussion.

#### **Other Director News:**

An Appreciation celebration has been planned for Wednesday Jun 7, 2023 at 1pm. A lunch has made possible by the Library Board, Town Supervisor Peter, Crummey and donations from some of the members of the Town Board. Supervisor Crummey will address the staff at 1pm. In addition I will do something in the beginning of the week and The Friends will do something at the end to reach as many staff members as possible. We will also be putting something out to say thank you to the community for voting for us another year.

In addition to winning the TU Best of the Library has received the UHLS Volunteer of the Year Award and the UHLS Youth Services Program of the Year. These will be received at the UHLS Annual Dinner on Wednesday Jun 14, 2023.

The library has received two grants to purchase items to create a sensory space. We received \$500 from Stewarts and \$5000 from the Sirco Family Foundation of whom one of our staff members is a part.

These items will be set up for programs and stored in between. The idea for this grant was presented by and will be managed by [Ann-Marie Helldorfer](#).

The library has received the Verizon portion of the PEG grant, \$4,497.

**Friends of the Library:** On May 3rd I met with [Becky Klope](#) and [Leslye Milos](#) from the Friends to review the budget format that I suggested. Leslye will modify her monthly reports to the new model starting in June.

The Friends met on May 9th. They were able to open the Book Nook at the Crossings early with the first Saturday being May 6th. They made \$272 the first day. Membership renewals were mailed. As of the meeting they have collected \$2450 in membership fees. They have a new operating balance of \$54,152.25 and 5 CDs totalling \$52,281.34 that have been set aside for a Library Capital Reserve.