

MINUTES OF JUNE 21, 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, June 21, 2023.

Attendance:

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

Also Present: Director Evelyn Neale and Rep, Jeff Madden, Town Liaison

Absent: Craig Blair and Marcy Savage, COLN Rep to UHLS

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 May board meeting minutes was made by K. Fanniff, seconded by C. Bronner.

President's Report: Library director search—information being gathered to post the position. If you are interested in being on the search committee, please let Donna know. She would like us to start thinking about possible interview questions. C. Bronner is going to create something in Google Drive for questions and expectations for an ideal candidate. Reminder about Trustee trainings. Donna asked about whether we need a board approved budget amendment policy.

Committees:

Service Committee: Student and Local Government Day is being planned for September.

Administration Committee:

Building and Grounds: Report was distributed by Evelyn. We have 6 new recycling containers. They will be picked up by Twin Bridges. Discussion of EV Chargers and where they will be located—will be dependent on which transformer the power will be providing the charge. Evelyn and Donna will follow up with Andrew about how the finances of this will work. This will postpone the paving of the parking lot to the fall.

Artwork for Youth Services room was discussed. It had been distributed by email after the artist made adjustments dependent on the feedback.

Personnel: Page position posted. Principal clerk position needs to be posted. There will need to be a posting for a L1 or library assistant position.

Budget and Finance: Last year's month column will be included in the future for comparison. 38% of the budget has been spent. Motion to approve the financial report made by K. Fanniff, seconded by K. Volsky.

Policy Committee: Maker Lab Policy was reviewed. It has been reviewed by the town attorney. Motion to approve the Maker Lab Policy made by C. Bronner, seconded by K. Fanniff. Amendment to emergency procedures policy will be done after the summer. Video taping policy was asked about by First Amendment patron and de-escalated the situation.

Director's Report: Report was distributed. Active shooter training tomorrow.

UHLS: Annual Celebration held on June 14. Library Expedition, running through July 31. Final celebration will be at Pryne House. Responding to Challenges training and other trainings available at UHLS.

Friends of the Library: President will be asked to submit a report. Evelyn distributed the report.

Old Business Whether the property at the corner should be obtained from the IDA was discussed.

New Business:

Board Comment:

Adjournment: The meeting was adjourned at 7:26 pm upon a motion by E. Philips, seconded by C. Bronner.

Next Meeting: The board will need to meet in the summer. The next meeting is Wednesday, August 30 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

June 2023

Building and Grounds:

On June 8th it was discovered that the new hot water heater was not working properly. The project contractor, Danforth was called and someone was on site to evaluate it on Monday June 12th. There is a part that has already been replaced once that needs to be replaced again. The manufacturer is aware of the problem and providing the part. The replacement will be done the week of June 19th.

The garden volunteers have been hard at work. Shaun is helping with soil and mulch.

Carpets are being cleaned and property is being prepared for the SRC kickoff on 6/27.

A bench in memory of Dave Farrill's wife was placed along the back sidewalk.

WiredOut cabling will be coming in to trace phone lines and reroute two one for the elevator and one for the security system. In addition, they will drop data lines from the server room for the new Historian space.

Ryan Air was in on 6/13 and 14 to clean the air ducts.

Matt and Shaun have been in to assess the wall. They will be putting together a supply list and starting the project mid-summer.

Matt MaGarry and Sean Maguire are working with Livingston Energy Group to determine location and needs for the EV chargers.

The final drawing for the YS entrance design with modifications from the Board was presented to the Team and Board on 6/9.

Other Director News:

Thank you to the Library Board, Town Board and Friends for all of the goodies during the week of June 5-9!

As part of the revision of the Library's Emergency Procedures the staff will be receiving some training. Trainers from the Colonie Police will be here 6/22 to do Active Shooter Training and Trainers from EMS will be here on 7/27 to do AED, basic CPR and Narcan training.

Colonie EMS is also a designated Opioid Prevention Program. I will be working with them instead of Catholic Charities in the installation of a Narcan kit station.

Karrie McLellan and Ashliegh Whitfield gotten off to a good start. They are receiving training and participating in Program and Collection meeting. Karrie will be representing the Library on the UHLS E-Content Committee replacing Nate.

Friends of the Library: Friends met on 6/13/2023. This was the first meeting presenting the budget in a new way. They have actualized 77% of their income budget and expended 52%. They have \$52,065 in a Capital Grant fund of which \$15,000 is encumbered for the YS Entrance.

Things at the Book Nook are going well.