

MINUTES OF AUGUST 7, 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 Monday, August 7, 2023.

Attendance:

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

Also Present: Director Evelyn Neale and Marcy Savage, COLN Rep to UHLS

Absent: Craig Blair Eric Phillips, 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 June board meeting minutes was made by K. Fanniff, seconded by K. Volsky

President's Report: Library Director IV position has been posted. Details are on the Town website. Hopefully, interviews will start in mid to late October. Please add input to the interview questions document in the Google drive. D. Cramer-Sharer attended the staff meeting. We are moving forward with appointments.

Committees:

Service Committee:

Administration Committee:

Building and Grounds: For EV chargers we are still waiting on National Grid.

Budget and Finance: Year is 60% over and are on track with spending. Evelyn will include last year's monthly financial report when available. A motion to approve the financial report was made by C. Bronner and seconded by K. Fanniff.

Personnel: The new custodian was appointed at the town board meeting on July 27. Resolutions were made to appoint Syarra Fiacco as a full-time principal library clerk starting Aug. 8, 2023 by K. Fanniff and seconded by M.E. Bolton. Resolution was made to appoint Madison Maxwell as a part time page effective Aug. 28, 2023 was made by C. Bronner and seconded by K. Volsky. Resolution was made to appoint Savannah Sizemore as a part-time page starting Aug. 14, 2023 was made by K. Fanniff and seconded by C. Bronner. Discussion about switching a library assistant position to a L1 position which would give more support for programming. Decision made to give Evelyn the go ahead with that.

Policy Committee: Evelyn working on updating the Emergency Procedures Manual for policy committee to review in September.

Director's Report: Hard copy of report was distributed. Patron brought to Evelyn's attention some anti-Muslim books. Evelyn reviewed these titles (religion is under her area) and is updating that part of the collection.

UHLS: Marcy reported that the feedback was good for the annual meeting because it allowed for more networking. Library Expedition has gone very well. Sept. 13 is the Expedition party on the Prunyn House. Reminder that the training calendar for board members is available for those who would like to participate.

Friends of the Library: Friends are planning a big book sale at the library Sept. 28 to Oct. 2.

Old Business

New Business:

Board Comment:

Adjournment: A motion to adjourn was made at 6:43 was made by C. Bronner, seconded by K. Fanniff.

Next Meeting: The next meeting is Wednesday, September 27 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

July/August

Services:

The Summer Reading Club is going well. We had approximately 2000 people at the Kick off which was a great success. Complements to the programming staff for an extremely well organized well executed event with a little bit of something for everyone! We have had more than 1000 people participating in the program including kids, teens and adults.

Elissa and Ashleigh are working diligently on the Youth Programming for the Fall. Students in Local Government Day will be Sept. 28th and 29th. The High School Youth Advisory Board will start Thursday October 5th. Global Youth Services day will be October 28th and will benefit the Counties Food Banks. For Halloween we are planning a suite of community programs including a Full Moon Walk with Luminary bags lining the walk and a trunk or treat in the parking lot. The UHLS Great Give Back is also in October and will also focus on the Food Banks so we will be combining efforts with Global Youth Services Day. We have not heard anything about the Albany County grant.

In addition to the Town programming the Library Program Committee has planned a full schedule of Library Programming for all ages for September and October.

The Library Expedition's last day was 7/31. There were more than 35,000 visits to UHLS libraries. There is a celebration planned for 9/13 from 4pm-7pm that will be at the Pruyn House.

Building and Grounds:

The Library welcomed Justin Criscione on 7/31 to the custodial staff. Justin is filling the position vacated by Mike Nash's retirement. We are happy to have him and to have back a full facilities staff.

Wired Out was here tracing phone lines and rewiring for the elevator emergency line and the security system. Through this rewire/upgrade it was discovered that the security panel needed to be replaced. We have one quote and are waiting on Johnson Controls to determine if they will quote it or if it is in our contract.

On July 13th the Library's internet went down. This was due to a piece of equipment that went down in the Justice building through which the library's internet is provided. This equipment was replaced by MIS on Monday July 17th. On July 20th one part out of three of the library's power went down. National Grid was called in and replaced the transformer. During both of these incidents Mobile Hot Spots were borrowed from MIS and the Pruyn House, helping us to keep circulation running. As a result I have ordered 2 for the library. The library is eligible to purchase these at a considerably reduced rate through Tech Soup. The provider is Mobile Beacon. Each hotspot costs \$15 for the equipment and \$120 annually.

Matt and Shaun have started building the wall to designate the space for the Town Historian. The space should be ready by September at which time we will carefully coordinate the move.

On July 6th Donna and I met with Matt MacGarry and the representative from Livingston Energy Group to discuss placement of EV Chargers at the Library. It was determined that the electricity will be run from Maxwell Rd and the chargers will be placed along the tree line parallel to Maxwell near the Field drive entrance. The Livingston units have their own app that patrons will use. Livingston has agreed to train library staff so that staff can assist patrons when needed. The Town will be covering the cost for the units above available grants. There will be no electric cost to the library. The units and software are covered for 5 years under an included maintenance contract. A cost per kw will be determined by the Supervisor.

I am working with Tom Romano on the library parking lot project. Since the EV chargers will be going along the tree line, we hope that the lot will be completed by September.

As a follow up to Christian Charities request to place a Narcan Kit box in the library I have been working with the Town EMS and the Town Attorney. The Town EMS is also an approved NYS Opioid Overdose Prevention Program. Instead of getting the box from Catholic Charities we will be getting the kits and case from Town EMS. The case will be hung on the wall in between the Men's and Women's room. Refills will be at the Reference desk. The kit contains a Narcan dose and strips to test for fentanyl and xylitone. The library will be included in a press release from EMS.

Budget and Finance:

The library has received 90% of the State LLSA money, \$22,874.

On August 1, Donna and I presented the proposed Library Budget to the Town Budget Committee.

Personnel:

Interviews for the Custodian position were held on July 6th. I attended with William Jenkins who is the candidates Department Head and Victor Oberting. The candidate was appointed by the Town Board on 7/27.

Interviews for the Page position were held on July 12 and July 21, 2023. There were 8 candidates.

Interviews for the Principal Library Clerk were held July 21st. There were 4 internal candidates. Victor Oberting was in attendance at the interviews.

Director's report:

On June 20th Officer Ian Kelly presented an Active Shooter training for the staff during the Team Huddle.

On July 27th Assistant Deputy Chief Robbie MacCue presented training on compression only CPR, the use of an AED and Narcan for the staff during the Team Huddle.

I am working on updating the Emergency Procedures Manual and hope to have it for the Policy Committee to review in September. Both of these training were extremely valuable.

I am working with members Circ Team and Marketing Committee to create a campaign to reach patrons whose cards have expired since 2018. We are hoping to reactivate these users.

Monday July 17th a patron brought to my attention some of the books in our religion section. His concern was that the books though on Islam had a bias against Muslims. I am very grateful that these

were brought to my attention and am working with the patron on replacing these titles with more appropriate ones. In addition the patron is helping to get some of the books donated. This incident inspired a project to review the library's religion collection. This is a collection I order for and though I have weeded it recently I did not do so based on content but on circulation. Stephanie Cook who is interning with us and who is a High School Social Studies teacher is working with me on this project and has been extremely helpful.

This incident coincidentally happened the morning I was to attend a training at UHLS in the afternoon about training staff on how to deal with Material Challenges. I was able to focus at that week's huddle on how to handle a Material Challenge and had a great example. As a result of the training I have created a shared folder accessible to all staff that includes the Library's Collection Development Policy, the Reconsideration Form, talking points and additional resources.

Friends of the Library:

The Friends are planning a big book sale at the library 9/28-10/2.