

MINUTES OF SEPTEMBER 11, 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, September 11, 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 6:00 pm.

Public Comment:

Approval of Minutes: A motion to approve the corrected August board meeting minutes was made by K. Fanniff and seconded by C. Bronner.

Committees:

Service Committee:

Administration Committee:

Building and Grounds:

Budget and Finance: Year is 70 % over. A motion to approve the financial report was made by K. Fanniff and seconded by C. Bronner.

Personnel: Evelyn submitted her resignation. Her last day will be Dec. 21, 2023.

Policy Committee: The Emergency Procedures Policy was reviewed by the board for the first time.

Director's Report: Evelyn distributed a written report. The Town Historian will start moving in shortly.

UHLS: Marcy asked Evelyn to remind everyone that the Expedition Party is at Pruyn House on Wednesday from 4-7. Upper Hudson has in person training coming up on book challenges.

Friends of the Library: Book Sale is Thursday, Sept 21 to Monday, Sept. 25. The library has stopped accepting donations because there is no room to store them. A brochure for alternative places for patrons to take their books has been created.

Old Business: Friends have expressed an interest in the purchase of corner property for possible Friends book storage. Concerns were discussed about this.

New Business: Discussion of the hiring process for the new director was held. Evelyn was asked to step out.

Board Comment:

Adjournment: A motion to adjourn was made at 7:29 pm by K. Fanniff, seconded by C. Bronner.

Next Meeting: The next meeting is Wednesday, October 25 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

September 2023

After a very busy summer the staff is taking a much-deserved breather. 1302 patrons completed the Summer Reading Challenge. I hope to have the program stats for the October meeting. Don't be fooled this "quiet time" as we call it is by no means quiet. Staff is busy weeding their collections, planning for November/December programs as well as reorganizing and cleaning prep space.

Now that the Make Space Policy and user agreement is in place the Digital Services Team has been putting together procedures. We look forward this Fall to some new classes as well as some one on one appointments to convert VHS, digitize pictures and explore the CriCut.

Elissa, Ashleigh and I have met with Valerie Johnson from Albany County twice to discuss Global Youth Services Day. Set for October 28th it will include the HSYAB along with the Libraries and other Community Organizations in the County collecting food for various food pantries. We received an update on the 2023 grant. Though the official letters have not been received:

The Town of Colonie Youth Advisory Board will be receiving \$17,450.00

The Town of Colonie Youth Services will be receiving \$3950.00.

This is less than what we asked and is due to the shortened grant cycle for this year. We should have the reports in for this by mid December and the new grant due in early January.

New in services we are currently exploring migrating to a new calendar software. A few of the Program Staff viewed a demo of Library Market. It was well received. The remaining staff has access to the recording and will be reviewing it. Next will be gathering pricing information.

Building and Grounds:

Matt and Shaun have completed the wall for the Historian space. Our Shaun has updated the lighting and painted the space and the hallway. Justin will be re-waxing the floor in the hallway. I have a meeting with Kevin on Thursday September 7th to start planning the move.

An email was received an email from Nick DiSarro from Livingston about the EV Chargers. Due to the point of interconnection being in the transmission right away for electric and gas, National grid is telling me power can NOT be pulled from the secondary polls that run perpendicular to field dr. He is waiting on a return call to schedule another visit with National Grid.

I am still working with Mat McGarry on recycling.

The staff parking lot has been milled and should be paved by the end of the month. B&G determined that the other parts of the parking lot did not need to be milled.

We are still waiting on a part for the hot water heater. BPI was in to replace the condenser in unit 3 on the roof. A week later another part went on the same unit. Concerns about BPI have been brought to General Services. Going forward Matt and Shaun will be monitoring them when they are here to do repairs.

Personnel and Director's Report:

We welcomed 2 pages in late August. Both are in training and doing well.

The Librarian 1 position was posted to fill the position vacated by Beth Bomba. We celebrated Beth's retirement on September 8th.

As a result of Karrie and Ashleigh's hire, we have developed a more comprehensive onboarding checklist. This is adapted for various positions.

August 16th I attended a webinar about Succession Planning. I have created a Google folder for the incoming Director.

September 11th Tanya Haskins-Owens will start. She is an intern from the SUNY Albany school of Social Work. Tanya comes to us with experience in housing assistance and interest in youth and teens. We are excited to once again have this opportunity.

Just in time for Emergency Preparedness Month, September, I have completed an update to the Library's Emergency Procedures. These have been reviewed by the Leadership Team and shared with the Board Policy committee.