

The Colonie Town Library empowers people of all ages and abilities to connect, learn, and grow by providing access to lifelong learning, technology, cultural programming, and promoting the joy of reading.



The William K. Sanford Town Library Board of Trustees
Agenda

Meeting Date: February 21, 2024

Time: 6:00pm

Location: 629 Albany-Shaker Rd, Loudonville, NY 12211, Maker Lab

In attendance: Donna Cramer-Sharer, Kimberly Fanniff, Eric Phillips, Jaimie Sbardella, Keith Volsky, Elissa Valente, Library Director

Absent: Cara Bronner, Matthew D. Sissman, Jeff Madden TOC Representative, Marcy Savage, COLN Representative to UHLS.

1. Attendance – Donna welcomed Jamie Sbardella to the Board.
2. Call to Order: 6:06pm
3. Approval of Minutes -
4. Staff presentation - Ryan Moore shared how successful the Preschool Fair 2024 program was. The program attendance has been growing, this year's attendance was around 160. 17 local schools participated this year as well.
5. Director's Report – (see enclosed attachment)
 - a. Building and Grounds
 - b. Personnel - L2 position vacancy/staff change. Elissa recommends Karrie McLellan to fill this position. Elissa shared an updated organizational chart. A motion was taken and Kim moved, Keith seconded to approve Karrie in this position.
 - c. Budget and Finance - Elissa went over current financials; numbers are in-line with where they should be with regard to this point in the year/YTD. No large purchases made YTD. Some modifications were made in the way the financials were reported, primarily in utilities. Keith moved to approve, Jamie seconded.
 - d. Day to Day - Library card applications are being enhanced and easier to print. Training to include upcoming staff session to assist with any changes. Annual report is available and updated. Library visits are up by 30,000. Elissa provided an updated list of Library statistics that compare 2022 versus 2023, all user trends significantly higher, showing better library utilization. Motion by Kim, seconded by Eric.
 - e. Town Impacts
 - f. Public Requests
 - g. Proud Moment - Shaker Place gave a letter of support and appreciation. Shaker Junior High as well as a patron wrote letters of appreciation.
6. UHLS Report
 - a. Equity Challenge – questions and vote. Marcie had communicated the most recent updates, including: Successful NYLA Day, June 12 annual meeting for Upper Hudson, Upper Hudson training opportunities. Discussion around the equity challenge and how our library meets the requirements.

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7. Friends of the Library Report
 - a. Love your Library Campaign - Raised over \$1,500 with the Love Your Library program.
8. President's Report - Donna shared that CORE training is due and certificates should be sent (to Elissa and Donna) for anyone who has completed the training. There are additional trainings that are available for all Board members. Donna and Elissa are attending an upcoming training session for Board Leaders/Library Directors. Donna checked if Financial and Ethics Disclosures have been submitted by all Board members.
9. Committee Reports
10. Unfinished Business
 - a. Code of Conduct Policy Amendment Discussion
 - b. Public Comment Policy Discussion
11. New Business
 - a. Unattended Minor Policy Edit. Kim moved, Jamie seconded to approve edits.
12. Public Comment – No public comment.
13. Board Comment – The Board welcomed Jamie.
14. Adjournment – Kim moved, Eric seconded at 7:39pm to adjourn.

Next Meeting: March 27th, 2024, 6:00pm