



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
Minutes

Meeting Date: October 30th, 2024

Time (Start and End): 6pm

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

Attendance: Donna Cramer-Sharer, Kimberly Fanniff, Eric Phillips, Jamie Sbardella, Keith Volsky, Elissa Valente, Library Director

Excused: Matthew Sissman, Cara Bronner, Marcy Savage, Jeff Madden

1. Attendance

2. Call to Order:

6:01pm

3. Approval of Minutes:

Motion to approve the minutes made by J. Sbardella, seconded by K. Volsky. Unanimously approved.

4. Director's Report

a. Building and Grounds

-Parking lot improvements were successfully completed. Atrium furniture was ordered and received for the courtyard area.

b. Personnel

-Proposed two new positions for the budget; plans to assist with weekend staffing support. They were approved, effective in January. There is a Librarian 1 position that is anticipated to move from non-civil service to civil service.

c. Budget and Finance

-Budget review; all numbers are aligned and on-target based on the time of year and anticipated expenses. Preliminary budget shared. Motion to accept the budget was made by K. Fanniff, seconded by E. Phillips.

d. Day to Day

-Reservation system proposed, which will increase efficiency and enhance the user experience.

-Video game policy has been changed to restrict the maximum number of video games that may be borrowed at one time. Motion was made by K. Fanniff, seconded by E. Phillips to approve changes.

-Discussion of Social Media Policy and the need to ensure that protections, including reducing spamming and inappropriate comments on event posts are restricted/controlled as necessary. Further discussion of the Town's Social Media policy will be formally read by the Policy Committee for future consideration.

e. Town Impacts

-Health Fair – Tech Talks; workforce development and training resources successfully offered.

f. Public Requests



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-No parking sign request to be reviewed.

g. Proud Moment

-Volunteer brunch was a successful event; with many individuals and groups recognized.

h. Friends of the Library

-Book sale wrap-up: \$12,000

Bus trip to NYC scheduled for 10/26 was successful.

5. UHLS Report

-Language interpretation service will be offered by UHLS

-NY Times Subscription

6. President's Report

-There is a need to assemble committees for the remainder of this year as well as looking forward towards 2025. Discussion about what committees will be assembled and/or kept standing.

7. Committee Reports

-Policy Committee will be reviewing Social Media policy.

8. Unfinished Business

-N/A

9. New Business

-2025 Preliminary Library Holiday Scheduled discussed. Motion to approve was made by E. Phillips, seconded by J. Sbardella, passed unanimously.

-Discussion regarding 2025 Board meeting schedule.

-Equity Challenge facilities section was completed.

10. Board Comment

-N/A

11. Public Comment

-N/A

12. Adjournment

-Adjournment at 7:11pm J. Sbardella moved, K. Fanniff seconded.

Next Meeting: November 20th, 2024, 6pm