

Vestal Public Library
Board of Trustees Meeting - October 19, 2021

Present:

Shoba Agneshwar

Lorie Avery

Dianne Cappiello

MaryAnn Karre

Joseph Kost

Ruth Mitchell - absent

Library Director: Paul Chapman

Library Staff: Ian Hauck

VPL Board Treasurer: Bethany Stewart

Public: Margaret Hadsell

Marcella Smith

Dannielle Swart

Janine Taft

Call to order at 6:33 pm by JT. A motion to approve the September 2021 minutes was made by JK and seconded by DS; motion passed.

Old Business: The BC/BS claim is still a work in progress

New Business: none

Finance:

- JK went over the monthly budget/expense performance report provided updates on specific lines. Melanie's notes to the financial statements were discussed.
- JK made a motion to accept the warrants and Treasurer's report as presented; LA seconded the motion; motion passed.
- **VPL NOTARY PUBLIC** - Melanie's Notary Public application submitted to New York State
- **NY SALES TAX** - Certificate of Authority received from NYS - begin collecting sales tax on sales of merchandise when ready
- **CASH REGISTER** - reprogrammed to allow for calculation and collection of sales tax
- **TAX EXEMPT ACCOUNTS** - renewed/set up at local stores (Target, Michaels, JoAnn Fabrics, Walmart, etc.)
- **FINANCIAL STATEMENT AUDIT** - scheduled for the week of 12/6
- **STAFF TRAINING** - scheduled for the November staff meeting, 11/19 8:00 am. A representative from the Mental Health Association of the Southern Tier, along with a Binghamton PD Sergeant, will be making a presentation on de-escalation techniques, followed by a Q&A session
- **REQUIRED ANNUAL SEXUAL HARASSMENT TRAINING** - will be done through our HR portal provided by Smith Brothers. Through this system, training can be assigned, status tracked, email reminders sent, and certificates of completion issued.
- **COPIERS** - still have not been received due to supply chain issues but the patron copier has been fixed and is in working order for use by patrons and staff
- **PATRON COUNTER** - still have not been received due to supply chain issues
- **VACATION BUYBACK FORMS** - have been made available, they must be approved by supervisors and submitted by 11/1
- **OFFICE MANAGER VACAY** - Melanie will be on vacation from 10/25-11/1
- **UNION CONTRACT** - Waiting for union contract to get working on the payroll/benefit portions of the handbook

Director's Report:

- September Circulation stats: 10,957
- ILL In was: 5,880 and Out was: 4,110
- Acquisitions & processing were 198
- Reference questions were 213
- **WEEDING** - Oversize, Large Print, and Nonfiction (ONGOING)
- **COLLECTION DEVELOPMENT PROJECTS** - Intern Molly is working on NF Collection Development
- **VPL SPACE RENTALS** - groups are starting to come back to the library as reflected in budget performance report "Meeting Room Fees" - +\$670.00

SEPTEMBER RENTALS - 4 Large Meeting Room, 1 Conference Room

OCTOBER RENTALS - 6 Large Meeting Room, 3 Conference Room

- **STATE AID FOR LIBRARY CONSTRUCTION** - (2021 - 2022) \$34 Million Dollars Available. Only available if we have a 10-year lease. This past year's funds were \$14 Million and multiple local libraries took advantage of the money. Paul hopes to attend a November work session with the TOV to stress the importance of VPL getting a 10-year lease.
- **PATRON CHARGE HISTORY RETENTION** - is now activated for patrons who choose to opt in. Patrons can opt in through My Account (under Preferences, at the bottom). Charge history for patrons that opt in can be viewed by in workflows under Display User. This functionality has been enabled for all circ accounts. If a patron wishes to enable other workflows accounts, or remove the functionality from your library's circ account, send a ticket to Automation@4cls.org.
A few notes:
 - The history cannot be edited
 - When items are discarded, they will no longer show in a patron's history
 - When a patron record is deleted, the history is deleted
 - Patrons can reset their list by turning off history and turning it on again
- **LIBRARY MATERIALS EXPENSE ANALYSIS** – Paul presented the expense report
- **PUBLIC ACCESS COMPUTER ENDING TIMES** - the public access computers now shut down 10 minutes before the library closes allowing for better management of patrons, print jobs, and closing procedures.
- **COMMUNITY CONNECTIONS**
 - Thursday Sept 23 @ 3:00 PM Paul had a meeting with Dr Carol Ross-Scott from SUNY Broome Community College about future collaborations.
 - The Broome Arts Council expressed interest in working with us on a few grants and were excited by the things that we were already doing but that they did not know about (Artisan Fair / Art show etc...)
 - Texas Roadhouse - is interested in partnering with us for future events and is willing to post our flyers in their vestibule monthly.
 - Paul has a meeting with a group of local business owners on Friday morning to gather more support for the library and make connections for possible future collaborations and sponsorship.
 - Paul is working to get on the presentation list for the Vestal Rotary Club
- **VPL EMPLOYEE HANDBOOK** - (PAUL & MELANIE) - ongoing Smith Brothers offers a free service that will help us compile this information properly.
- **BIG BROOMES - DIRECTOR'S MEETINGS** - Next meetings is at 4CLS - October 21 @ 1:00 PM
- **WORKFLOWS RECEIPT PRINTERS** - See Quote - \$1,112.64 (4 printers) from technology budget line. Paul discussed the pros/cons of having printed receipts that can be given at check-out vs. stamping the books and suggested stamping upon return and not at borrowing time. This was discussed and will be voted on at the next meeting.
- **LIENAU-AV (Karl Peabody)**- working with Karl to get a quote on the technology and improvements for the library paging system, large meeting room, and conference room.

Adult Programming:

Past Adult Programming:

- **9/01 - WELLNESS WEDNESDAY:** Back to School - (8)
- **COFFEE HOUSE:**
 - 9/17 - **MEAN / GOLDEN GIRLS TRIVIA** (11)
 - 9/24 - **90's BINGO** (12)
 - 10/01 - **OPEN MIC NIGHT** (6)
- **9/15 - BOOK CLUB:** The Island of Sea Women - by Lisa See (2)
- **9/18 - GARDENING CLUB:** Composting Basics - (5)
- **9/28 - MAD 4 ART** - Tuesday - Paint Pouring (12) 8 In-Person / 4 Virtual
- **10/16 - FALL ARTISAN MARKET** - 24 vendors - 9 AM - 2:00 PM - event moved indoors due to weather, but that ended up bringing more patrons into the library itself. (~\$600 in donations)
- **COMPUTER LITERACY CLASSES:** (ONGOING PROGRAM) - Tuesdays Afternoons/Evenings
- **PINS & NEEDLES:** Crochet & Knit meetup - 1st meeting was Thursday, October 14 at 6PM. Knit-in / Crochet-in the Library - (5)
- **GARDENING CLUB: Bulb Planting Class & Demo** - Sat October 9 @ 11 / Tues Oct 19 (4)

UPCOMING EVENTS / PROGRAMS:

- **10/20 - ADULT BOOK CLUB: “Pachinko” by Min Jin Lee**
- **10/28 - NEW WEEKLY YOGA (YIN)** classes will repeat on Thursdays @ 6:00PM.
- **YOGA NIDRA - SOUND BATH** - sound therapy, guided Meditation & Relaxation offered on 1st Thursday of each month @ 7:00 PM After Yin Yoga.
- **VPL HALLOWEEN VEST-IVAL / TRUNK-OR-TREAT** - October 30th - final stages
- **BOUND TO PLEASE: HOMEBOUND BOOKS** - This is a book delivery service that homebound individuals can sign up for on a long term or temporary basis. Check out the page by following this link. <https://www.vestalpubliclibrary.org/bound-to-please-homebound-books> Ian will be handling the applications and book selections. Becky will be handling deliveries. If anyone is interested in helping with deliveries or has any questions about the service let Ian, Becky, or Kelly know!
- **VPL FREE LIBRARIES** - Greenlight From Broome County to place 2 VPL Branded - Free Mini Libraries at Bus Stops in Vestal; 1 at Aldi’s and 1 at bus stop by Burger King
- **VPL MERCH:**
VPL BRANDED T-SHIRTS (IN PROCESS - Ready for trunk OR Treat Oct 30th)
VPL BRANDED TOTE BAG - (\$10 bag) / (\$15 to buy & fill a bag at booksale)
VPL MUG (COMING SOON)

Youth Department:

- **ARNOLD PARK STORYTIME** - Final 2021 Storytime for this year - Thursday, October 7.
- **LEGO CLUB** - Wednesday, September 22, at 4:30 p.m., with 14 children and 8 adults in attendance. Next LEGO Club will be October 27.
- **FALL PRESCHOOL ST** - (Tuesdays at 10 a.m.) began on October 5. There were 19 in attendance on 10/5, and 25 in attendance on 10/12.
- **TEEN EVENT** - DIY Neon Signs for Teens - Wednesday, 10/6 at 5 p.m. and was a big hit! There 15 teens and 2 adults in attendance. The next teen program is scheduled for Wednesday, 11/3.
- **Tiny Tots ST** (ages 0-3) will begin on 10/28, and will be held on most Thursdays at 10 a.m.

MS made a motion to adjourn the meeting at 7:50; JK seconded the motion; motion passed.

Upcoming Meeting: November 16th, 2021 at 6:30pm in the VPL large meeting hall and NO meeting in December