

**VESTAL PUBLIC LIBRARY BOARD MEETING**  
**MINUTES OF SEPTEMBER 20, 2022 MEETING**

**PRESENT:**

Board Members:	Director Paul Chapman
Dannielle Swart, Vice-President	
Shoba Agneshwar	Public: Margaret Hadsell, Historian
Nikki Barnard	
Suzanne Johnson, Secretary	
MaryAnn Karre	
Joe Kost, Finance	
Barbara Morgan	
Excused: Dianne Cappiello, President	
Lorie Avery	

Meeting was called to order by Vice-President Dannielle Swart at 6:30 p.m.

Previous minutes were approved, with amendments.

*Amendments: Nikki Barnard was absent from the August meeting.*

*Also, regarding the time clock: under the time clock discussion, it says there is an annual \$350 fee, yielding \$1250 per year. The annual maintenance fee is \$150 and goes into effect when/if we purchase the machine. It is recommended changing the \$350 to \$150, adding "maintenance fee if purchased" after it and deleting the "yielding \$1250 per year."*

JK presented the ordinary income and expenses report. Brief discussion about the cafe, which will have a trial "open to the public event." Director Paul Chapman indicated it is going very well. He hopes to have the coffee/cafe handed off to THE FRIENDS. They can buy the coffee, cups, supplies, and ask for donations. He also hopes the same transition to THE FRIENDS for the book sales. He explained he has talked to THE FRIENDS about this, and the book sales are now an established activity and the sale numbers are doing well.

Expenses discussion continued. Operation expenses this month included the broken book cart, replaced with a new one purchased on Amazon.

Monthly budget performance is up to par. The Summer Reading Program (SRP) required a lot of expenditures, as did the adult SRP expenses. "KAHOOT" annual subscription was noted, and it was explained "KAHOOT" is supposed to be well received, and fun.

The Unallocated Reserve is \$273,000.00.

JK moved to approve the monthly report and warrants. MAK and NB seconded. Approved unanimously.

Youth Services Librarian, Molly Creveling reported on the SUMMER READING PROGRAM: OCEANS OF POSSIBILITIES, at VPL Summer 2022. Molly narrated as Paul Chapman presented activities as a slide show with colorful photos documenting all programs involving children and teens. Molly presented the statistics and descriptions of the 53 programs and activities, including Arnold Park, tie-dye t-shirts, children coating their hands with Crisco and putting their hands in icy water to learn how whales insulate with blubber. A very successful family program was presenting a movie on the west side of the library building, at dusk. Over 80 people attended.

Director's Report: Circulation is greatly increased. All statistics are increased, and increasing. Acquisitions are also increasing, as is the inter-library loan number.

"Movie Mondays" are connecting the library with the Vestal Senior Center.

Marketing & Outreach: "What can your library card do for you?" September is library card sign-up month.

An upcoming event being planned is for Halloween weekend and Halloween. Last year over 600 people attended.

During the summer, a "board game night" activity proved to be successful and another one is being planned.

The Vestal Public Library Employee Handbook is in process, and hopefully will be presented at the next board meeting.

Enterprise Upgrade is going to be in process on September 20, 2022, at 11:00 p.m. Hopefully that will be back up by morning.

Curriculum Night events at local elementary schools are on the schedule for the end of September. Some board members have signed up to be present, visit with parents, teachers, and make connections.

Paul Chapman has new library cards branded for library card month.

Paul Chapman also requested permission to hire another clerk in the event a rumor proves true that a clerk is preparing to leave. He said one of the volunteers has expressed interest in working for the library.

Security camera issues: tabled.

JK questioned the ILL outgoing and incoming numbers. Paul Chapman explained it is not a competition. He said VPL is growing their collection. VPL is not the largest library

in the system. All libraries help one another out. Also, the finances are divided by 12 months. Purchasing continues all year long, using reviews and recommendations in BOOKLIST, Pre-pubs, NY Times best-seller lists, and library journals. Purchasing is a continuous activity.

OLD BUSINESS: Policy committee: MAK presented the Whistleblower policy revisions and the Harassment policies. These will be posted for the public to see, and we will vote to approve at the next meeting. JK will not be at the October meeting. The next policies for review and updates are the purchasing policy and the challenges to the collection policy. MAK urges the board to create a policy for challenges to materials selected, purchased, and/or added to the collection, or challenges of materials in the collection. She remains steadfast this should be done before a challenge occurs so that a policy is already in place.

PUBLIC INPUT: Margaret Hadsell requested all documents be accessible on the VPL website. Currently documents and minutes are accessible for a limited time, but she explained all documents should really be accessible all of the time. Director Paul Chapman agreed this can be done.

SA moved the board should move to executive session at 7:50 p.m. for the purpose of discussing legal issues. JK seconded. The Board resumed the meeting at 8:15 p.m. SA moved President Dianne Cappiello will contact Attorney DeWind when she returns. JK seconded this motion, and it was passed unanimously.

The meeting adjourned at 8:20 p.m.

Respectfully submitted by Suzanne Johnson