

Vestal Public Library
Board of Trustees Meeting - February 15, 2022

Present:

Shoba Agneshwar

Lorie Avery

Dianne Cappiello

MaryAnn Karre

Joseph Kost

Ruth Mitchell – via zoom

Clemens,

Marcella Smith – via zoom

Dannielle Swart

Janine Taft

Library Director: Paul Chapman

Library Staff: Becky Pineau, Melanie Niermeyer

VPL Board Treasurer: Bethany Stewart

Public: Margaret Hadsell, Ronald Hadsell, Suzanne Johnson, Danielle

Colette Waldron

Call to order at 6:33 pm by JT. A motion to approve the January 2022 minutes was made by JK and seconded by DC; motion passed.

Public Comment:

- Margaret Hadsell suggested that we post on the VPL web site draft of the previous minutes that are to be approved; post the detailed agenda to be discussed at the current meeting; a better and accessible recording of the library board meetings; suggested that when VPL engages in publicity, that an attempt should be made to show-case the respective event being photographed/filmed when attendance is at its full capacity. The past few current stories broadcast on WBNG-TV have shown a very sparsely public attended event and it seems as though we have poor attendance at the various events.
- Colette Waldron is starting and spearheading the Friends of the Library group and they will be meeting at VPL (tomorrow) on February 16th at 6:00pm. There has been a positive response from community members.

Old Business: JK made a motion for the retroactive approval of the hiring of Paul Chapman as the Vestal Public Director at a salary of \$68,000 effective April 6, 2020. MK seconded the motion; motion passed.

New Business:

- Thank you to MaryAnn Karre for the first VPL article in the Vestal Town Crier. The Editor for the Crier has generously offered to publish future weekly articles if they are sent in (there have since been full-page ads published in the Crier).
- Trustee petitions are due to the District Clerk by April 18, 2022
- Thank you cards need to be sent to Sound-Go-Round for their donation of copies of Maus to VPL and they are interested in partnering for future programs and events; and Vestal Farmer's Market for donating \$300 to VPL and thanked the library for being so supportive.

Finance:

- JK went over the monthly budget/expense performance report for January and provided updates on specific lines; the notes to the financial statements were discussed.
- JK made a motion to accept the warrants and Treasurer's report as presented; DC seconded the motion; motion passed.
- JK discussed the tax-levy limit for this budget year and the maximum NYS allowable levy is 2.35%. This would increase the current budget by \$18,020 from \$767,822 to \$785,842. There were discussions both pro and con for raising the levy with inflation being so high.
- JK made a motion to approve the 2022-2023 budget amount of \$785,842 to be raised by an annual levy of a tax upon the taxable real property within the Vestal Central School District for the purposes of funding the operating budget of the Vestal Public Library. MK seconded the motion; motion passed.
- JK also discussed the need to look at and potentially re-write the reimbursement policy so that vendors are paid directly from VPL and avoid payments to employees as reimbursements for on-going programming.

- Program & Project Proposals - all projects, programs, events etc. will require a Library Director Approved Project Proposal Form that outlines the following:
 - time/date; scope; audience; goal(outcomes); cost: (materials & services); feedback (survey etc.)
- Union Contract – The contract, accepted by the board as well as the CSEA members has been implemented. However, errors and omissions have come to light which must be corrected and accepted by both parties.
- 2021 Audit – has been completed and JK presented the draft-highlights and noted that there were no deficiencies or material weakness identified. However, the audit did suggest that VPL adopt a formal procurement policy and also adopt a formal fixed asset capitalization policy. JK will work with Melanie to draft both.
- JK made a motion to accept the 2021 Audit as presented by the auditors; DC seconded the motion; motion passed.
- VPL Employee Handbook – The contract was ratified on 1/25/22 by the members but amendments to correct errors and omissions are currently being discussed. Smith Brothers offers a free service that will help us compile the Handbook once all the edits to the ratified contract have been completed.

Director's Report:

- January circulation stats: 10,296
- ILL In was: 5,200 and ILL Out was: 3,886
- Acquisitions & processing were 114
- Reference questions were 173; Public computer sessions were 361; WiFi users were 3,695
- Room rentals in January - Large room: 10 and Small Room: 16
- January patron counter was 4,594 with Wednesday being the busiest day and 3pm being the busiest time
- Next book sale will be from Feb 21st -26th
- The Free Libraries have been installed in the community and featured in the local news
- The 2021 Library Director's Annual Report to the Community has been completed. DS made a motion to approve and post on the VPL website the 2021 VPL Director's Annual Report to the Community; LA seconded the motion; motion passed.
- The absolute charter application form must be approved by the trustees. DC made a motion to apply for an Absolute Charter or extension of the provisional charter; DS seconded the motion; motion passed.
- Mask mandate removed - Library signage updated to reflect this change
- 2021 NYS Annual Report - the Collect Connect Portal is up and the 2021 Annual Report is in process and is due on February 28th.
- DS made a motion to accept the Vestal Public Library 2021 NYS Annual Report and to be submitted as per the submission guidelines; LA seconded the motion; motion passed.
- 4CLS GOVERNING COUNCIL MEETING - Friday February 18th - (see attached documents)
 1. The recommendation from the steering committee – with background on the process
 2. Chart comparing the services covered by automation fees across the systems
 3. A deeper look at how 4CLS automation fees are comprised
 4. A history of library aid
- February 3rd - 4CLS Director's Call - presentation by Chris Ryan, MD about germicidal irradiation ultraviolet light use in libraries (more effective than HVAC Ionization systems). We are currently working in a retroactive public health mentality. A proactive approach would be to consider using an air scrubber in public spaces (used in hospitals, airports, planes). Potential grants that VPL might qualify for this will be pursued if it is of interest to the board.
- Weather Closures - During our February 4CLS Director's Call, the Director polled other libraries to see how they (specifically Other School District Libraries) treat closures. Most school district libraries follow exactly what the School District does. In the future, weather-related closures will be looked upon more judiciously and will not necessarily follow VCSD.
- Patron Code of Conduct - topic for the next 4CLS Workshop
- Community Volunteer Repair Center - VPL launched a new program in collaboration with Cornell Cooperative Extension (CCE), BOCES, and local Volunteers. The first interest meeting was Saturday February 12th @ 12:00 PM - in-person - Large Meeting Room

STAFF

- Kelly Cargill – will be coordinating VPL space rentals in addition to her other duties and responsibilities.
- Emily Wilson - new Information & Collection Services Librarian

- Molly Creveling - Librarian I - Youth Services Librarian was a former VPL Clerk, Your Home Public Library - Library Assistant, VPL Intern
- JK made a motion to approve hiring Molly Creveling as a Librarian I with a start date of 2/18/2022 at a salary of \$18/hr; DC seconded the motion; motion passed.
- 2 potential Library Pages: Patricia Creo - current VPL Volunteer and Gustav Xerxes - current High School Volunteer
- Continuation of Collection Development Projects
- Sustainable Shelves - up and running

Adult Programming:

PAST ADULT PROGRAMMING:

- **12/1 - 1/10/2022 Holiday Raffle** - (ALL AGES) - 5 Baskets - (608 participants)
- **1/6 - Yin Yoga** - In-Person - (Large Meeting Room) - (12 attendees)
- **1/11 - Mad for Art** - (ALL AGES) - (Hybrid) - (8 In-person; 4 virtual attendees)
- **1/13 Yin Yoga** - In-Person - (Large Meeting Room) - (6 attendees)
- **1/13 Pins & Needles** - In-Person - (in library program) - (5 attendees)
- **1/19 VPL Book Club** - In-Person; 1 virtual - (Hybrid) - (5 attendees)
- **1/20 Yin Yoga** - In-Person - (Large Meeting Room) - (4 attendees)
- **1/27 Yin Yoga** - In-Person - (Large Meeting Room) - (4 attendees)
- **2/5 - Cozy Community Connection** - (ALL AGES) - In-Person - (in library program) - featured in Vestal Town Crier - (30 attendees)
- **2/9 - Mad for Art** - (Hybrid) - (12 In-person; 4 virtual attendees)
- **2/14 - Special Valentines Day Partner Yoga** - In-Person - Large Meeting Room - (7 attendees)

UPCOMING EVENTS / PROGRAMS:

- **2/16 - VPL Friends of the Library Meeting** - @ 6:00 PM - In-Library Program
- **MARCH 5th - Learn Porcelain Painting** - Collaborative Event with NY Porcelain Artists Group & VPL Mad 4 Art
- **Earth Week (April 22-30) - 13th Annual Neighborhood Forest - Free Tree Program** -
- **Nutritional Education - 2022** with Cornell Cooperative Extension (CCE)
- **Library Murder Mystery Game/Event** - The Collections team is developing an in with an original story line and staff participation as characters.

Youth Department:

- **1/11- STORYTIME - (PRESCHOOL - Ages 0-5) - 5**
- **1/12 - ILLUSTRATING LIKE THE ILLUSTRATORS - (Ages 5-10) - 11 - led by Marcia**
- **1/18 - STORYTIME - (PRESCHOOL - Ages 0-5) - 7**
- **1/19 - PAJAMA STORYTIME - (PRESCHOOL - Ages 0-5) - 12**
- **1/25 - STORYTIME - (PRESCHOOL - Ages 0-5) - 10**
- **2/9 - ILLUSTRATING LIKE THE ILLUSTRATORS - (Ages 5-10) - 10 - led by Marcia**
- **2/26 - LEGO CLUB - (ELEMENTARY - Ages 6-11) - 20**
- **2/8 - STORYTIME (PRESCHOOL - Ages 0-5) - 13**

UPCOMING EVENTS / PROGRAMS:

- **2/16 - PAJAMA STORYTIME - (PRESCHOOL - Ages 0-5)**
- **2/17 - TINY TOTS STORYTIME - (Ages 0-3)**
- **2/23 - LEGO CLUB - (ELEMENTARY - Ages 6-11)**
- **2/24 - TINY TOTS STORYTIME - (Ages 0-3)**

JK made a motion to adjourn at 9:05pm; LA seconded the motion; motion passed.

Upcoming Meeting: March 15th, 2022 at 6:30pm in the VPL large meeting room