

Vestal Public Library
Board of Trustees Meeting - October 18, 2022

Present:

Shoba Agneshwar

Library Director: Paul Chapman

Lorie Avery

Dianne Cappiello

VPL Staff: Becky Pineau, Kelly Cargill, Laura Farrell

MaryAnn Karre (via zoom)

Public: Bethany Stewart, Margaret Hadsell

Joseph Kost - absent

Nicole Barnard

Barb Morgan

Dannielle Swart

Sue Johnson (via zoom)

Call to order at 6:30 pm by DC. On a motion by DS and seconded by LA, the Trustees voted 7 to 0 to enter into Executive Session to discuss a legal matter. On a motion made by BM and seconded by NB, at 6:58, the Trustees voted 7 to 0 to come out of Executive session. NB made a motion to approve the September 2022 minutes and was seconded by DS; motion passed.

Public Comment:

- 1) Margaret Hadsell has asked last month if all the documents could be put on the VPL web-sites and noticed that this still has not happened (financial information is missing). After discussion, the Trustees have asked the Director to re-organize the public documents on the web-site by year and by month so that all relevant documents for each month are aggregated in one spot (agenda; director's report; financials etc).
- 2) Margaret also mentioned that most libraries make their survey comments available to the public and asked whether VPL plans on posting their survey results? The Director answered "yes".
- 3) Margaret Hadsell urged the Trustees to create and maintain a private email address that is accessible only to the VPL Board. She stressed that the employees need to be assured that any comments they have remain private and confidential as they need to be able to speak in a safe environment and provide feedback without fear of retribution from anyone.

Finance:

- Bethany presented the monthly budget/expense performance report for September and provided updates on specific lines.
- BM made a motion to accept the warrants and Treasurer's report as presented; NB seconded the motion; motion passed.
- Bethany said that the Investment Policy needs yearly approval and will need to be on the agenda for the next month.
- Questions raised on expenses:
 - 1) When did we approve the purchase of branded VPL library cards? This was not approved by the board. DS said that if the cards were purchased through 4County, the cost would've been about \$150 for 1,000 cards instead of \$1,257 that VPL paid. The money should've been spent on purchasing large-print books which VPL has not yet ordered.
 - 2) Purchases for panels; table cloths; coat racks were questioned.

Director's Report: A complete Director's report (on VPL web-site) will detail all statistics as well as all the youth and adult programs that occurred in September 2022. A few of the stats are reported below:

- September circulation stats: 11,635
- ILL In was: 1,448 and ILL Out was: 880
- Acquisitions & processing were 357
- Reference questions were: in-person: 459; phone: 51; Public computer sessions were 533; WiFi users were 6,681
- Room rentals in February - Large room: 7 and Small Room: 10

- VPL had table events at all elementary Curriculum nights and it went very well. Many kids/parents stopped at the VPL table and the Trustees who attended said it was time well spent engaging with our community.
- Paul will be reaching to the Senior Centers to see if we can re-start the programming that VPL used to do for them.
- Board documents should be posted to the VPL web-site 24 hours before the meeting but all minutes must be made available within 2 weeks of the meeting.
- Kelly mentioned that the best feedback is usually word-of-mouth and this gets discussed at staff meetings which then is brought back to the trustees via the monthly Director's report.

Old Business:

- DS made a motion to accept the revised Whistleblower's Policy as presented; LA seconded the motion; motion passed.
- NB made a motion to accept the revised Harassment Policy as presented; DS seconded the motion; motion passed.
- Paul will replace the existing policies with the new policies

New Business:

- Jill Gardner will be invited to a future meeting to discuss Civil Service
- DC asked if the tiny feedback boxes could be replaced with larger ones? After discussion it was decided to keep the existing boxes but add home phone numbers for the Trustees on the web-site.
- Staff will be encouraged to contact Trustees through a private email address (work-in-progress) once a Personnel Committee has been created. This will be in addition to the generic contact portal through the VPL web-site.
- The Business Communication and Personnel Process Policy wording will be revised to include the changes described in the (above) contact methodology.
- Paul suggested that DC contact Steve Bachman to get input on how to re-vamp the form used to get staff feedback necessary to complete the Director's evaluation. We'd like to simplify the form yet get meaningful evaluation comments from the staff.

BM made a motion to adjourn at 8:30pm; DS seconded the motion; motion passed.

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