

Vestal Public Library
Board of Trustees Meeting - January 18, 2021

Present:

Shoba Agneshwar
 Lorie Avery
 Dianne Cappiello
 MaryAnn Karre
 Joseph Kost
 Ruth Mitchell - absent

Library Director: Paul Chapman
 Library Staff:

VPL Board Treasurer:

Public: via zoom: Margaret Hadsell, Suzanne Johnson

Marcella Smith – via zoom
 Dannielle Swart
 Janine Taft

Call to order at 6:30 pm by JT. A motion to approve the December 2021 minutes was made by JK and seconded by DC; motion passed.

Public Comment: none

Finance:

- JK went over the monthly budget/expense performance report for November and December 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; MK seconded the motion; motion passed.
- JK Discussed the following transfer of funds:

Transfer OUT from the following Income Budget lines		Transfer INTO the following Expenditure Budget lines	
Damaged/Lost Book Charges	- \$300	Marketing & Outreach	+ \$1,500
Book Fines	- \$500	Adult Books	+ \$1,500
Copier/Printer Fees	- \$1,000	Adult Programming	+ \$2,000
Non Resident Dues	- \$500	Other Merchandise	+ \$1,000
Meeting Room Fees	- \$1,800	Library Upgrades	+ \$1,500
Book Sales	- \$3,500	Machine Maintenance & Lease	+ \$1,500
Apparel Sales	- \$200		
Other Merchandise Sales	- \$200		
NYS Retirement	- \$1,000		
Total	- \$9,000	Total	+\$9,000

- After discussion, JK made a motion to transfer funds out the budget lines as shown (above) and transfer into the budget lines as shown (above); MK seconded the motion; 7-yes and 1-no; motion passed

- JK made a motion to accept the negotiated tentative agreement between CSEA and VPL; LA seconded the motion; motion passed
- **2021 AUDIT** - In Process
- **VPL EMPLOYEE HANDBOOK** - (PAUL & MELANIE) - ongoing Smith Brothers offers a free service that will help us compile this information properly once the Union Contract is finalized.

Director's Report:

- December circulation stats: 9,648
- ILL In was: 5,200 and ILL Out was: 3,886
- Acquisitions & processing were 137
- Reference questions were 184
- January book sale brought in \$901.75; next book sale will be from Feb 21st -26th
- **WEBSITE AND SOCIAL MEDIA**
Kelly has made changes to the VPL website, vestalpubliclibrary.org , the room rental page has been moved from the "Contact Us" tab to being under the "Services" Tab. A volunteers page has been added to the contact us tab where volunteers may apply to volunteer, and use the sign in/out page to track their time.
- **NEW VPL PATRON COUNTER** - is installed, configured, and working. Stats for 2022 will be available on a monthly basis.
- **BAKER & TAYLOR DIRECT ORDERING / SHELF READY** - B&T account set up is complete. B&T's Sustainable Shelves Program is active and will help us manage our weeded materials, donations, and book sales in the future.
- **COMMUNITY CONNECTIONS:** The Library Director met with the Executive Director of the Binghamton Philharmonic to discuss how the library can support the performing arts more.
- **FRIENDS OF VPL GROUP** - FRIENDS OF THE VPL setup is underway
- **BIG BROOMES - DIRECTOR'S MEETINGS** - met on January 14th. Shared interest in supporting the Fixer Group project.
- **2021 ANNUAL REPORT** Collect Connect Portal is still not active. 4CLS will be hosting their Annual Report Webinars on January 24 & 31

STAFF

- Cyndi Frederick will be retiring on Friday, January 21st; New PT Clerk - Kayla Bates; New Librarian - Emily Wilson
- DS made a motion to approve Emily Wilson to fill the position of Librarian I at a salary of \$18/hr; JK seconded the motion; motion passed
- **VOLUNTEERS:** Becky has worked through the Volunteer sign ups we have. We have capped the number of volunteers that we are scheduling right now, but are still accepting volunteer applications for the future. Some of our volunteers are local high school students, and may finish volunteering when they reach their required hours. A training system, and schedule has been set up for the volunteers to follow.

CURRENT PROJECTS

COLLECTION DEVELOPMENT / MAINTENANCE (ONGOING)

- Paul, Ian, Becky, Kelly have been working on the annual maintenance of the adult fiction collection. The main focus of 2022 will be to update and interfile the Adult Nonfiction & Oversized collections.
- Ian, Jeanette, and Paul continue collection development & item selection. We continue to add large print, fiction, nonfiction, and audio visual. There was a recent sale on large print material. Collection development goals for 2022 are to work on weak areas in the adult nonfiction collection including technology, health and wellness, and business and educational development including updated civil service study material.

BOUND TO PLEASE: HOMEBOUND BOOKS -was featured on Spectrum 1 news on Dec 24th

- Ian was 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 - have been installed in the community and featured in the local news

Adult Programming:

PAST ADULT PROGRAMMING:

- **12/2 - Yoga Nidra: ()**
- **12/09 - Yin Yoga: (5)**
- **12/10 - Local Author Event: L.G. Robinson's - The Kissing Ball (5)**

UPCOMING EVENTS / PROGRAMS:

The Collections Team is preparing for 2022 with both special events and regular programming:

- **VPL Book Club:** January 19th and discussing *The Personal Librarian* by Marie Benedict
- **Mad for Art:** Mason Jar Snow Globes
- **Pins & Needles - Knitting & Crochet Group:** is becoming a regular staple in our monthly programming
- **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
- **Fixer Group** - Paul & Becky are working on creating a new program in collaboration with Cornell Cooperative Extension (CCE), Local Teachers, and Volunteers. Potential for grant funding
- **Holiday Programming:** Holiday raffle baskets were very popular. 5 themed baskets were raffled. To receive a ticket all a patron had to do is check an item out. The 5 baskets were themed on VPL recurring programs hosted by the library, Mad for Art, Gardening Club, Book Club, Yin Yoga, Pins and Needles knitting and crochet. The raffle began on 11/29 and ended on 01/08. The drawing for the baskets will take place on 01/10; The yearly book tree was also popular.

Youth Department:

- **12/1/2021 - TEEN CLOTHESPIN WREATH CRAFT:** Wednesday at 5 p.m., Ages 12-18, 13 teens, 1 adults, 14 total
- **12/2/2021 - Tiny Tots STORY TIME:** Thursday at 10 a.m., Ages 0-3, 10 children, 7 adults, 17 total
- **12/8/2021 - Polar Express STORY TIME:** Wednesday at 5:30 p.m., Ages 0-9, 16 children, 13 adults, 29 total
- **12/9/2021 - TINY TOTS STORY TIME:** Thursday at 10 a.m., Ages 0-3, 8 children, 8 adults, 16 total
- **12/13/2021 - POLAR EXPRESS STORY TIME:** Monday at 10 a.m., Ages 0-9, 8 children, 7 adults, 15 total
- **12/15/21 - PAJAMA ST (Ages 2-6) - 6 p.m. - 12 children, 7 adults - 19 total attended**
- **12/16/21 - TINY TOTS ST (Ages 0-3) - 10 a.m. - 8 children, 8 adults - 16 total attended**

JK made a motion to go into Executive Session at 7:44; DS seconded the motion; motion passed.

DS made a motion to go back into regular session at 8:50 and to immediately adjourn; JK seconded the motion; motion passed.

Upcoming Meeting: February 15th, 2021 at 6:30pm in the VPL large meeting room