

VESTAL PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES: JULY 19, 2022

Present:
Shoba Agneshwar
Lorie Avery
Nicole Barnard
Dianne Cappiello
Suzanne Johnson
MaryAnn Karre
Joseph Kost
Barbara Morgan
Bethany Stewart, Treasurer
Dannielle Swart

Director: Paul Chapman
Employees: Molly Creveling
Melanie Niermeyer
Becky Pineau

Public: Margaret Hadsell

The meeting was called to order at 6:30 p.m.

Past President Dannielle Swart introduced new Board Members to the Board. She explained the first order of business was to elect the new slate of officers. DS nominated Dianne Cappiello for President. LA nominated DS as Vice-President. DC nominated Suzanne Johnson for Secretary. SA nominated Joe Kost to remain as Finance. SA motioned to accept the slate, LA seconded. Slate approved unanimously.

Public Comment: Margaret Hadsell, Town of Vestal Historian, informed everyone next year is the Town of Vestal's Bi-Centennial. Each month something will be publicly celebrated. She asked if the library would like to add programs to the celebrations. If so, please contact either John Shaffer, Stephen Donnelly, or Margaret Hadsell, to promote the library activities.

Review of June minutes: JK said the executive session was an employee issue. The YA section \$10,000 grant application has been submitted. MK is working on the grant pursuit and the final paperwork. JK noted the issue that Juneteenth be clarified. Melanie Niermeyer requested the holiday be spelled out and clearly defined as an observed Federal holiday, and the library will not be closed. Therefore, employees will receive a floating holiday instead of those scheduled to work getting holiday pay prorated based on scheduled weekly hours. DS motioned the June minutes be approved as amended. BM seconded. Motion passed unanimously.

Old Business: Patron Code of Conduct - noted proposed patron code of conduct policy changes. DS chairs this committee. DS explained policies and the patron code of conduct, i.e. conference room, patio, foods, beverages. The committee will meet to improve the language and it will be on the drive. DS, MK, and LA form this committee. Committee will reconvene.
Union Contract: Union Contract ratified on January 25, 2022.

Finance:

JK explained it is the end of the budget year. Treasurer Bethany Stewart was also present at the meeting. The budget has been 100% applied and used. There remains \$17,374.59 which has not yet been allocated but will be reallocated by the end of this meeting. JK suggests the reallocation be to three different areas:

Part-time labor: \$12,920.00

Main data processing (4CLS): \$3,500

Adult books: \$1,000

JK moves to reallocate funds from overage. SA seconds the motion. Motion passes.

JK next raised issue of the Net Income of 2021-2022: Surplus \$21,856.62. Last year it was not reallocated and this year JK recommends it be allocated.

Proposals for Cleaning Services:

Broome Steam

Christina's Cleaning

Savvy Broome

Cleaner on Staff.

Monthly Costs, Annual Costs, and one year contracts were compared and discussed by board. JK explains the funds to pay for the cleaning will come from other staff salaries from payroll. LA raises issue of maintenance and cleaning. PC explains both maintenance and cleaning are in civil service description. PC explains he is handy and the town can be worked with if problems arise with the building. This would not come from the reallocation. JK moves to accept the one year bid from Savvy Broome. LA questions the contract. Melanie Niermeyer clarifies there is a performance clause in the contract if either party is dissatisfied. NB seconds motion made by JK. SA asks if Savvy Broome has references. Melanie Niermeyer responds affirmative. SA requests the references be contacted. Melanie Niermeyer reassures there is a performance clause in the contract. MK questions if twice

a week of cleaning service is adequate enough. PC said there is a quote for three times a week, but it was cost prohibitive. Services can be added as needed. Previous cleaner was 29 hours/week at \$25,000 per year. This contract would cost less. Paul prefers two times weekly and will see if more services are needed. Vote taken, motion passed.

JK moved to add the budget line named BUILDING CLEANING AND MAINTENANCE. DS seconds. Vote taken. Motion passed.

JK moved to reallocate \$16,000 from other staff salaries to BUILDING CLEANING AND MAINTENANCE. LA seconded. Vote taken. Motion passed.

JK presented issue of security cameras. Current cameras are not working well, further complicated by wi-fi inconsistency and interference. Dan Williams has recommended Amazon system, SWAN POE SECURITY SYSTEM, \$1500 for cameras, cables, plus installation. This would include four cameras, adding in two additional cameras. JK moves to allocate \$1500 to new line item: TECHNOLOGY HARDWARE BUDGET. MK seconds motion.

SA questioned and suggested seeking more bids of a more sophisticated system and not spend money twice. Motion is tabled. JK withdraws motion.

JK introduced issue of time clock: ADP time clock: \$1,000.00.

This would be \$35.00 per month for 3 months, The lease was for the electronic ADP time clock for \$35/month for 6 months which would go toward the purchase price of \$800. SA questioned if it would also track PTO. It would require a badge, barcode, time card software. JK moved allocation of \$1,000 to MACHINE MAINTENANCE AND LEASES. SA seconded. Vote taken. Motion passed.

JK motioned VPL lease an electronic time clock. MK seconded. Vote taken. Motion passed.

Carpet cleaning: JK motioned VPL allocate \$2,750 from net surplus to BUILDING CLEANING AND MAINTENANCE for cleaning carpeting. SA opines VPL allocate exactly the funds of the accepted bid.

The three bids for carpet cleaning:

BROOME STEAM: \$2,710.00

HEAVEN'S BEST (dry clean process): \$2,700.00

STANLEY STEAMER: N/A

SERV/PRO: \$4,419.00

JK moved accepting Broome Steam bid. SA seconded. Vote taken. Motion passed.

JK motioned reallocation of \$2,750 to line item BUILDING CLEANING AND MAINTENANCE to cover rug shampooing. BM seconded. Vote taken. Motion passed.

JK motioned reallocation of funds:

\$2,750 Carpet Cleaning

\$5,500 to Tech refresh/hardware

\$4,000 to Adult books

\$4,000 to Youth books

SA suggested holding off until quotes for security system are obtained and discussed. JK motioned moving \$5,500 to tech refresh/hardware. SJ seconded. Vote taken. Motion passed.

JK motioned moving \$4,000 to Adult book budget. NB seconded. Vote taken. Motion did not pass.

JK motioned transferring \$4,000 to Youth book budget. BM seconded. Vote taken. Motion did not pass.

JK motioned \$12,606.62 be moved to reallocated funds. MK seconded. Vote taken. Motion passed.

JK requests credit card with \$500.00 limit for adult reference librarian Emily Wilson. VPL Youth Services Librarian, Molly Creveling, speaks in support of this as Emily Wilson has needed to ask Molly Creveling for credit card assistance for programming. JK motioned a \$500.00 per month credit card VISA for Emily Wilson. BM seconds. Vote taken. Motion passed.

DC motioned to approve report and warrants as presented. LA seconded. Motion passed.

DIRECTOR'S REPORT:

PC reports numbers are good. VPL broke 7,000 in patronage. June is the end of the fiscal year. All information is on the shared drive. PC has had positive collaborations with the Vestal Police Department doing presentations at VPL, and hopes to continue.

PC and Melanie Niermeyer are continuing to update the employee handbook, using the current Town of Vestal employee handbook.

NEW BUSINESS: Maintenance Contract Bids, Code of Ethics - using the one in the trustee handbooks, Conflict of interest.

DS moved Board adopts Code of Ethics for Handbook for Library Trustees of New York State. JK seconded. NB also seconds. Vote taken, motion passed unanimously. Discussion of New Hampshire vs. NYS Library Trustees Code of Ethics.

Strategic plan: Meeting room policy needs to be looked at. DS suggested looking at one or two policies per meeting. The strategic long range plan must be worked on. It needs input. Uncertainty over the library lease weighs heavily on all issues. Construction grants may be used to purchase land, or as a downpayment on land. NB volunteers to work on committee for strategic plan. DC asked PC to announce VPL Board meetings be announced on Facebook, the VPL website, and possibly on Instagram.

Meeting adjourned at 9:05 p.m. Next meeting scheduled for August 16, 2022 at 6:30 p.m.