

VESTAL PUBLIC LIBRARY BOARD MEETING
1/17/2017

Present: Cathy Schaeve, Carol Boyce, Margaret Hadsell, Pete Ziolkowski, Marianne Taylor, Dannielle Swart, Steve Bachman, and Sue Johnson

The meeting was called to order at 7:05 pm.

The minutes of the Dec. 13, 2016 meeting were unavailable for approval.

The warrant (2017-3LA) was reviewed and approved. Motion was made by Marianne Taylor and seconded by Margaret Hadsell.

It was stated that there was a need to have the Treasurer, Sue Johnson, bonded for insurance purposes. This will cost \$298. The motion for bonding was made by Pete Ziolkowski and seconded by Marianne Taylor. Approved.

Pete said that Sue had made a suggestion that we open up a separate bank account for the sole purpose of payroll. Pete asked M & T about it and they had some ideas. They will contact Pete.

As part of her duties as Treasurer Sue Johnson needs to go to M & T and sign some paperwork. Those on the Board that need to will go sign papers as well. This is to be done by the end of the week. Carol and Bethany have visual rights only to keep them separate from the actual money. Pete, Sue J. and Bethany will be meeting at some time.

At this time, 7:35pm the Board went into Executive Session for the purposes of discussing a personnel issue.

Motion to come out of Executive Session at 7:45 was made by Pete Z. and seconded by Marianne T. Approved.

There was discussion about moving the Board Meeting time from 7pm to 6:30pm. This was agreeable. The motion was made by Pete Z. and seconded by Margaret H. and was approved.

In the technology update Marianne stated that she had been a bit overwhelmed lately and hasn't gotten to doing the web page yet and is sorry. There was discussion on who to use for the basics, Marianne T., 4CTY, or a third party. Brian Lee from 4CTY has already set us up with a template. It was mentioned that Brian come and train Matt in helping with the web page, that we have had the template 3 months and have been unable to get started with it. There needs to be a link to the website on Facebook. Marianne T. also discussed the thought about backing everything up offsite. There were questions regarding this. She reminded us that there was a budget to refresh the technology. Pete Z. mentioned that we can get to that after the union negotiations.

Margaret H. reporting on the building mentioned that she wants to get security cameras. The cleaners haven't been really cleaning according to contract. She will talk to Nightshift. She was going to see what was done after tonight's cleaning. She has been taking pictures of what is not done. She also said that Mike P. from the Rug Shop came in and measured the building's carpeted areas and will give a quote.

Dannielle S and Cathy S. talked with Ellen Bach about the lease with the Town of Vestal. Cathy read Ellen's reply from the Town. The Town of Vestal only wants to do a one year lease this year. The Town of Vestal also asked to be put on the liability insurance and it was stated that this was a normal thing. There was also discussion about the parking lot and usage of it.

New Business:

Dannielle S. said that the survey that we have out there both in paper form and electronic was being filled out. That the survey would go toward the strategic plan that we have to have. Carol mentioned at this time that she was interviewed that afternoon by the Press and she mentioned the survey to them so that it would be in the article. Steve B. will be helping Carol this year with the annual report which contains a strategic planning question. Dannielle S. asked if Steve B. would be able to help educate the Board about strategic planning. He said that he could. Marianne T. requested that we prioritize the things that need to be done. That next year's budget is high on that list along with the union agreement.

It was related that we started union negotiations. Dannielle S. talked with Ellen Bach and it was suggested that Cathy S. read the agreement. Cathy S. said that she would.

A donation is coming from the OWL Reading Group, of whom Pat Roberts had belonged. There was discussion as to whom to make the check out to. This check will be made out to the Vestal Public Library and not the Friends group. Sue J. described how the Friends group for the Endicott Library works. Dannielle S., Marianne T. and Pete Z. will talk to Jim Holley about the Friends.

Pete Z. mentioned the rebate that NYSEG is getting from a court settlement with the Town of Vestal on their property assessment. We will have to pay our share. He wants some of the money from the county to go toward youth services programming. Lindsay has submitted a report and breakdown of what she needs and will be at the February meeting to talk about it. He also mentioned that there is a policy for molestation that will need to be signed by the employees for insurance purposes.

A motion was made to end the regular meeting at 8:45 and go into executive session again for the purposes of union negotiations. Motion by Pete Z. and seconded by Margaret H.

Motion to come out of executive session at 9:15 was made by Pete Z. and seconded by Margaret H.

Motion to adjourn at 9:15 was made by Marianne T. and seconded by Margaret H.

Vestal Public Library Board Meeting

School District Library

February 22, 2017

Attendance:

Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor Guests: Cathy Schaewe

Call to Order:

The meeting was called to order by Dannielle at 6:35 pm.

Approval of Minutes:

Minutes for the December 20, 2016 meeting were reviewed and approved. Motion to approve made by Marianne, seconded by Pete.

Minutes for January 17, 2017 meeting were reviewed and approved. Motion to approve made by Margaret, seconded by Marianne.

Youth Services Librarian Presentation

Lindsey Murphy, Youth Services Librarian shared her programs. She has added many programs since the summer. Some programs are: 0-24 months story times, pre-school story times, winter reading programs, Polar Express Program, STEAM programs, passive programs (scavenger hunts, count the hearts, etc.). People are being turned down because some of the sessions are full.

Lindsey would like to add more STEAM programs. She wants to add a game system for game night and buy a Minecraft system for 10 computers. She wants to add more story time sessions in the summer.

CHARGING FOR PROGRAMS: Some programs are free and some programs have a fee. Adding charges for programs might prohibit some people from being able to participate. Margaret felt that helping those that do not have the money overrides the cost for the library. Right now, the Youth Services Programs are totally funded by the Friends of the Library. The Youth Services base budget was \$0.

After discussion, a separate line item will be created for Youth Services Programming by unanimous vote on a motion by Margaret, seconded by Pete.

After discussion, \$6,000 will be added to the budget for Youth Services Programming by unanimous vote on a motion by Pete, seconded by Marianne.

OTHER FUNDING SOURCES:

- ❖ Cathy suggested calling engineering firms to sponsor 1 STEAM program a month. Their name would be displayed
- ❖ Cathy suggested contacting local service clubs like Rotary.
- ❖ Pete said to consider the grant we received from Broome County. We could connect the money to the additional programs, invite the Broome County executives to visit the programs.
- ❖ Lindsey is working with Lockheed Martin for supplies for STEM programs.

Circulation Report: Most numbers are decreasing. Carol said that the circulation numbers started going down about the time when we stopped getting a ton of new books.

Annual Report: After discussion, the New York State Annual Report as presented was unanimously approved after a motion from Marianne, seconded by Sue.

Steve said that the library is required to report to the community as least once a year. We need to be clear that the fiscal year runs July 1 through June 30.

Policies:

- ❖ To register the library, we need to have specific policies in place. Being registered allows the library to accept public dollars.
- ❖ The Conflict of Interest Policy has already been approved.
- ❖ The Board accepted the Harassment Policy as written and posted on the shared drive by unanimous vote, on a motion by Marianne, seconded by Sue
- ❖ The Board accepted the Internet Policy as written and posted on the shared drive by unanimous vote, on a motion by Sue, seconded by Margaret.
- ❖ The Board accepted the Meeting Room Policy as written and posted on the shared drive by unanimous vote, on a motion by Marianne, seconded Sue.
- ❖ The board accepted the Unattended Child Policy as written and posted on the shared drive by unanimous vote, on a motion by Margaret, seconded by Pete.
- ❖ Dannielle will look into a Disaster Plan Policy.
- ❖ Marianne said that the Open Meeting Policy was already in our by-laws. This policy will be copied and added to the other policies.
- ❖ Cathy will create a Protecting the Confidential of Library Records Policy, and Whistler blower Policy.
- ❖ The Board accepted the by-laws as were already accepted on May, 2016, by unanimous vote on a motion by Pete, seconded by Margaret.

Building Report: (Margaret)

- ❖ There was water damage at main entrance during week of Feb. 12. A large area of the carpet was soaked and stained. Some ceiling tiles dropped to the floor. Buckets remain to catch any residual dripping. Night Shift cleaned the circulation desk. The town was responsive but said they needed to wait until the snow was gone from the roof for further repair.
- ❖ The Town has installed 4 white boards, an additional chalk board (now a total of 2), 2 TV's and a tall metal cabinet into the large meeting room. The purpose is to use the room for emergency situations. The library has been told they can use the white boards and TV's. The library takes no liability for the town's equipment. All of this and what specifically constitutes an "emergency" should be defined in the lease. Margaret mentioned that this leaves no wall space for projection. Pete suggested that we ask the town to add a screen to the room.
- ❖ Book Storage: Carol has given the volunteer who organizes all of the book donations and the book sales until the end of March to resolve the issue with the boxes of books. The volunteer has asked for help in the form of sorting, packing and drivers to transport the books to other locations. Carol has offered additional volunteers. Pete said we should have a "Day of Caring" in the spring and give guidance to exactly what should be done with the books. We will come back to the idea of "A Day of Caring" in March.

- ❖ Books to South Carolina: The sending of books to South Carolina after their flood did not work out. All libraries function independently and Carol could not get any answers about where to send the books. The Board thanked Carol for trying.

Website Designer:

- ❖ After Discussion, the Board hired Wendy Waters to design and teach employees how to expand a Vestal Library website for \$90 by unanimous vote, on a motion by Marianne, seconded by Pete.
- ❖ Discussion points: This money will come out of the reserve fund because it is a onetime fee.

Phone System Contract:

After discussion, the board authorized a contract with All Mode Communications at \$40/mo from Feb. 1, 2017-Jan. 31, 2018 by unanimous vote, on a motion by Marianne and seconded by Pete.

- ❖ Discussion points included paying the fee all at one time to save 2%, this is a remote service/an additional fee will be added if they need to come on-site.

Contract with 4-County:

After discussion, the Board accepted the Automation Contract with 4-county as written by a 4 member vote, abstention from Dannielle, on a motion by Pete, seconded by Marianne.

*Discussion points: the fee of 41,640.71 will be paid at one time. This is an annual fee that will increase 3% every year for the next 3 years. the contract covers the next 3 years and spells out the responsibilities for both the library and the system. Marianne or Pete will sign all business items from 4-County.

Financial Report:

- ❖ The State Comptroller's Office will contact Pete about the tax cap.
- ❖ This year's mandatory increase was NOT in the budget.
- ❖ Cathy will call the school district office to find out what we need to do to get a budget increase on the ballot.
- ❖ Maybe we need to get some information about the budget increase in the *Vestal Town Crier* and ask to get a small blurb in the school newsletter.
- ❖ Pete will research the Family Medical Act to see how that will impact future budgets.
- ❖ Our financial team of Bethany and Suzanne are using QuickBooks.
- ❖ Our Miscellaneous income is down.
- ❖ We earned \$400 in interest income.
- ❖ Monies from Broome County will come in at the end of the quarter.
- ❖ Pete will send Laura McCain from TOV a note to move any residual funds over so we are closed out with the town.
- ❖ The School has given us some money and they will be collecting more money.
- ❖ Pete has asked Bethany to set-up a relationship with all vendors so all bills will come to the Library. All purchases go through Bethany.
- ❖ Suzanne was not able to attend tonight's meeting but she will come when she can to explain the set-up.
- ❖ Marianne suggested we need a line item for video. Pete said we can adjust/reword category headings as we go.
- ❖ WARRANTS: After discussion, Warrants Jan. 1 through Feb 17, 2017 were approved by unanimous vote on a motion by Pete, seconded by Margaret.

Strategic Planning Meeting:

- ❖ The Strategic Planning Meeting is set for March 11 at noon in the Meeting Room.
- ❖ Dannielle will input some surveys into Survey Monkey manually.
- ❖ 18 people are willing to be part of the Strategic Planning Committee.
- ❖ Steve will run the meeting.
- ❖ We need a mission statement, and a vision statement.
- ❖ Steve and Dannielle will get together to present the “nuts and bolts”.

Executive Session: The Board voted unanimously to go into executive session at 8:50 after a motion by Marianne, seconded by Margaret.

At 9:30 the Board voted unanimously to come out of Executive Session after a motion by Margaret, seconded by Marianne

Adjournment: Meeting was adjourned at 9:32 p.m. Pete motioned and Marianne seconded.

Next Regularly Scheduled Meeting: March 21, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

March 21, 2017

Attendance:

Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Dannielle Swart, Marianne Taylor

Call to Order:

The meeting was called to order by Dannielle at 6:30 pm.

Approval of Minutes:

The Feb., 2017 minutes and the Special Finance Meeting from March 6 will be on the Shared Drive soon.

Circulation Report:

- We are looking for improvement. Carol has asked Jim Holly to read book reviews so more books can be ordered.
- Meeting room attendance is up. There are levels of funding: profit organizations and non-profit organizations.
- A question arose about whether authors could sell their books at an author visit. The Meeting Room Policies prohibit that an author charge for attendance, but their books can be sold at the author event. Carol will clarify in the policies that books from the author can be sold at the author's event.
- Let's have more author visits! Dannielle will send names to Carol. There are many authors that write about upstate NY. These visits could connect with Book Clubs.

Financial Report:

- Many questions arose about the category headings and what they mean.
- Is the percent of budget category heading what is left in the budget or what was been spent? It is not clear.
- Rent payment appears for April, May, June and July. Why?
- Pete, Bethany and Suzanne will meet to clear up the confusions.
- Other suggestions: Put an invoice number under the NUM heading, but an asterisk* next to the amount that goes over budget and a footnote to explain why.
- The Board needs to establish a policy to approve workshop/conference/educational expenses before they appear on the Financial Report.
- Steve said that the Open Meeting Law is designed for all discussions and decisions to be done in open meetings and not through e-mails.
- Electric and heat bills all go through the town. The museum is on the library's meter. Dannielle talked to Ellen who will speak to the town lawyer on Thursday. Marianne will call NYSEG after the lawyer meeting.
- We will find a date for a special Finance Meeting when Pete is back in town, and before the April Board Meeting to discuss and approve the Financial Statement and Financial policies.

Technology: (Marianne)

Website Design

- Marianne will sit with Dan and Margaret to pick the templates and then get Lindsey and Matt involved.
- There are many links to active areas. This allows the information to come up in different areas.
- Margaret has looked at other library web sites and they are making them easier to navigate.

Phone System

- Our phone system is coupled with the town's system. There is no way to uncouple the system unless we redo everything. Carol has access to the Auto Attendant to change the message.

Computers

- There was a problem with the computer system and it was down. Carol had to reboot under Dan Dofton's guidance. Marianne has all the computer passwords.

Building Report: (Margaret)

- Night Shift is doing a good job. Margaret gave the staff a list of Night Shift duties and asked them to notify her if Night Shift is not doing their job.
- Carol reported a slight leak. The Town of Vestal sent someone to shovel around the drain. The Town of Vestal said that they would will return to make further repairs weather permitting.
- Margaret found 3 volunteers to clean the storage room. They will need a Volunteer Release Sheet that can be found on the Shared Drive (under the Save the Vestal Library tab). Carol also talked to a volunteer.
- Other volunteers: Marianne will look into the National Honor Society advisor to see who may need volunteer hours, Sue will e-mail the Participation in Government teacher at Vestal High School to let him/her know that the library is looking for volunteers and give the library's number.
- The Town put a hole in the shed while plowing. One of the 2 by 4's has been twisted. The Town said they would fix it.

Museum

- The Vestal Town Board has approved the Museum Director to seek funds to move the Museum to the Rail Trail. The Town's Lease with the Library noted that the Town wanted complete control of the parking lot. Vern Myers, the Town Engineer, said that they will be removing the bumps in the parking lot to put in emergency road access for the Vestal Volunteer Emergency Service (VVES).
- The Town is also looking to move the Farmer's Market to the Rail Trail.

Job Descriptions and Scheduling:

- Steve passed out a graph that showed circulation numbers by day of the week for 2106. You can get a report for circulation numbers by hour of the day.
- The Board will continue to look at scheduling and the concept of peak times and look at the most effective use of staffing.
- Job Descriptions are on the Shared Server. These are based on what employees have shared what they do.

Strategic Planning Meeting:

- Dannielle said that many of the completed surveys mentioned hours of operation. Patrons would like to see more hours on Saturday. Right now, we do not have the money for increased hours.
- The Strategic Planning Meeting held on Saturday, March 11, was led by Steve. Margaret took notes.
- Recurring themes were: more adult programming, longer hours of operation, making connections with other businesses in Vestal, the need for communication between groups.
- Idea: Have the knitting group teach to the scouts (bridge the generations).
- Idea: Open mic for the month of April (Poetry Month). Come and share your poem. Dannielle has a mic and an amp. It could be a repeated event sponsored by a class i.e. creative writing, IB students.
- A list of events could be in the Town Crier and we could consider paying. The Friends may help support.
- The High School Librarian was willing to put announcements on her TV feed.
- Sue commented that the library needs more publicity.

Books:

- Dannielle said that we need to take a more aggressive look at the quality of the books as they are returned.

Adjournment: Meeting was adjourned at 8:30 p.m. Margaret motioned and Marianne seconded.

Next Regularly Scheduled Meeting: April 18, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

April 18, 2017

Attendance:

Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Dannielle Swart, Marianne Taylor, Pete Ziolkowski, Dannielle Swart. Library Treasurer: Suzanne Johnson. Notary: Gordon Allen. Guest: Cathy Schaewe

Call to Order:

The meeting was called to order by Dannielle at 6:30 pm.

Approval of Minutes:

The Feb., 2017 minutes were reviewed and approved as amended. Motion to approve made by Pete, seconded by Marianne.

The March, 2017 minutes were reviewed and approved as amended. Motion to approve made by Marianne, seconded by Margaret.

Registration with New York State:

- Steve explained that registering the library with NY State allows us to accept public funds.
- After discussion, the Board authorized the Library Director to prepare and submit an application for registration with New York State of the Vestal Public Library, pursuant to law, by unanimous vote, on a motion made by Marianne, seconded by Margaret.
- A Certification Statement for the NY State Registration of the Vestal Public Library was signed by Dannielle Swart, Board President, and Susan Nunes, Board Secretary and notarized.
- Carol will go on the Shared Drive to look at the Board approved written policies and our official budget. Dannielle will meet with Carol to see what other polices we still need for registration.
- Carol will do the Annual Report to the Community.
- Our Long Range Plans will be coming.
- Carol will read what we still need and send all the information to Sharon Phillips Rep from NY State Education Dept. Carol will follow up with Sharon to see what we still might need to submit.

Executive Session:

- The Board voted unanimously to go into Executive Session to at 6:50 after a motion by Margaret, seconded by Sue.
- At 7:30, the Board voted unanimously to come out of Executive Session after a motion by Pete, seconded by Margaret.

Financial Report:

- After discussion, the Board voted unanimously to accept the treasurer report by a motion from Pete, seconded by Margaret.
- We discussed a petty cash procedure that will have additional cash on hand for youth purchases separate from general petty cash. Pete asked Bethany to come up with a written procedure.

Building Update:

- Heating problem in the main part of the library was fixed by the town.
- Volunteer Clean-Up day in June 11. Vestal United Methodist Church will help for 1-1 ½ hours through their Reaching Up/Reaching Out program. Marianne will check with the Town for volunteer approvals.

Monthly Library Usage Report:

- “Offline” means any materials that were taken off the shelf and used by patrons.

Technology: (Marianne)

- The website has too much on it. Marianne will take pictures of what we want. The vertical menu will be removed.

Miscellaneous Items:

- Dannielle along with Ellen Bach, Esq, suggested that we obtain local council to represent the library. We need to create a search committee to find such council. The decision was made to wait until the budget vote and arrival of the new Board member.
- Margaret said that as a Board, we need to start working on multiple projects simultaneously.
- Carol wants the Board to meet with the staff
- We need a Town Hall Meeting to talk about the upcoming 2018 budget. Presentation of the Proposed Budget will be on May 13 at noon. Carol will secure a room.
- Pete asked all Board members look at the budget on the shared drive so it can be discussed at the next meeting.

Executive Session:

- The Board voted unanimously to go into Executive Session at 9:10 after a motion by Pete, seconded by Sue.
- At 9:28, the Board voted unanimously to come out of Executive Session after a motion by Marianne, seconded by Margaret.

Adjournment: Meeting was adjourned at 9:30 p.m. Pete motioned and Marianne seconded.

Next Regularly Scheduled Meeting: May 16, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary

VESTAL PUBLIC LIBRARY BOARD MEETING
5/16/2017

Present: Dannielle Swart, Janine Taft, Sue Johnson, Lindsay Murphy, Carol Boyce, Margaret Hadsell, Marianne Taylor, and Pete Ziolkowski

The meeting was called to order at 6:33pm.

The minutes of April 18, 2017 were reviewed and approved. Motion was made by Margaret Hadsell and seconded by Marianne Taylor.

The Youth Services Librarian, Lindsay Murphy presented her summer programing.

- She mentioned a touch-a-truck program July 15 from 1-4, with a possible collaboration with the Museum including refreshments and other attractions.
- There is to be a build a fort night at the library.
- A Harry Potter program.
- She is also having the normal crowd pleasers here as well.
- To keep track of the summer reading program she wants to build a “brick” city on the windows.
- She is also planning to have an outdoor kick-off party in the form of a movie drive-in.

Sue Johnson gave the treasurer’s report.

- Margaret asked the difference between the heat suppliers and wondered about our part of the solar panels.
- Pete said that our residual part of the school district taxes should be deposited in May.
- There was a question about who Level 3 Communications is.
- Pete talked about the audit and what we need to do.
- He wants a special meeting for just discussing the budget. It was set for June 13.

A motion was made to accept the warrants and treasurer’s report. Motion by Marianne and seconded by Margaret. It was approved.

- Pete then talked about the Petty Cash Policy he wants to put in place. There was discussion of a voucher for petty cash use.
- There was discussion on who held the key and the back-up person for that. Details need to be worked out.
- Bethany will make the suggested changes.

There was a motion made to accept the petty cash policy with the amendments for a one month trial period. Motion was made by Pete and seconded by Margaret. The motion was approved.

It was asked if the library needed a liability release form for the church clean-up day or would the one for the town would be enough. After some discussion it was decided that the town's was enough.

Marianne talked about the state of the website and IT.

- Marianne had been going back and forth with Wendy. There has been nothing now for a month.
- Marianne might have Margaret step in and make the final decisions for the new website since she has gotten very busy with work.

The Board worked on some policies that were needed for the registration process to be completed.

- Margaret worked on the original draft of the Disaster Policy, changing somethings around and simplifying the format.
- It was decided to review it annually and add a list of who to call.

A motion was made to accept the Disaster Policy. Motion by Marianne and seconded by Pete. The motion was approved.

- The Board looked at the Confidentiality of Library Records Policy. No discussion.

Motion to accept Confidentiality Policy was made by Marianne and seconded by Pete. The motion was approved.

- They next looked at the Collection Development Policy. A few corrections will be made.

Motion to accept the Collection Development Policy with corrections was made by Margaret and seconded by Pete. It was approved.

Margaret gave a report on what has been done on the building and what has happened lately.

There was a brief discussion on the review of the tentative union agreement. There was a letter of agreement that Dannielle signed so that the contract could be ratified.

The Board talked about the Saturday Town Hall Meeting on Saturday, May 13.

- Only a few showed. Two community women, Steve Bachman, a couple of staff and the Board members.
- There were suggestions on how to get the word out.
- That if help was needed just ask.

Carol talked about the April stats and that they went down again. She mentioned the book purchases were more and that she had asked Jim Holley, former director to help with the reviews.

Pete mentioned that he talked with Marilyn for about an hour and some of the topics that they covered.

The regular meeting adjourned at 8:35 to go into executive session. Motion was made by Marianne and seconded by Margaret to talk about union contract and the lease with the Town of Vestal. It was approved. The executive session adjourned at 9:10. Motion was made by Pete and seconded by Marianne. It was approved.

Vestal Public Library Board Meeting

June 20, 2017

Attendance:

Library Director: Carol Boyce; Library Board: Sue Nunes, Margaret Hadsell, Dannielle Swart, Marianne Taylor, Pete Ziolkowski; Treasurer: Suzanne Johnson; Guest: Cathy Schaewe

Call to Order:

The meeting was called to order by Dannielle at 6:36 pm.

Executive Session: The Board voted unanimously to go into Executive Session after a motion made by Pete and seconded by Marianne.

At 6:55, the Board voted unanimously to adjourn Executive Session after a motion made by Pete and seconded by Sue.

Approval of Minutes:

The May 16, 2017 minutes were reviewed and approved by unanimous vote from a motion made by Marianne and seconded by Margaret.

Carol will check to see if the corrections were made to the Collection Development Policy.

Activity Report-Library Monthly Usage Report:

- ✓ Carol added data on new library cards given.
- ✓ Cathy suggested making a building calendar that lists when everything needs to be sent out. An "Operational Calendar" and a "Finance Calendar". Pete plans to buy a calendar to put in the Business Office that will track the milestones that the Town of Vestal (TOV) used to do for the Library.

Union Contract:

- ✓ Dannielle reported that Ellen, our library lawyer, was not sure why the word "tentative" was included in the contract with the employees voted. Ellen said we should ratify the contract.
- ✓ The Board voted unanimously to ratify the Union Contract with the Library employees after a motion made by Pete and seconded by Marianne.
- ✓ Pete said the raise and back pay will be in the next pay period so that it will come out of the 2016-2017 fiscal year. It will be a special payroll.

Building Report: (Margaret)

- ✓ The last 2 storms made a tiny drip in the front of the building. This was reported to Mark Johnson.
- ✓ Carol received a letter from Laura McCain about our insurance. The book storage is still a concern. Carol will show the letter to Jim Love who does all organizing for the books.
- ✓ Pete suggested that The Friends store the books at an alternate location.
- ✓ Margaret suggested we set up a date and bring in people to deliver these boxes. We pick a day and then everyone will come with as many vehicles as we can to distribute the books.
- ✓ Dannielle will contact the Rotary to set up delivering books overseas to those in need.

- ✓ Carol will tell Jim that we have a July 1 deadline. Carol will also verify where all the books are going.
- ✓ PHASE I: July 22; Book Sale on Aug 5. Phase II, Aug 19
- ✓ Clean up day was excellent; Marianne will send a thank you care to Lorie Woughter from the First United Methodist Church. In the lease, the TOV will take care of planting.

Lease: Dannielle will contact Ellen to finalize the lease with the TOV

Website/IT (Marianne):

- ✓ The design is completed. Marianne is currently managing the pages. She will eventually teach Lindsey and Matt how to manage the site. Matt will probably be posting most of the updates.
- ✓ Marianne requests to take pictures with the employees.
- ✓ The Board encourages Carol to have a space on the site. The goal of the site is to create a good communication tool with the public.
- ✓ Carol will get a list of printers to Marianne as well as an annual report.

Treasurer Report:

- ✓ Earthlink is an emergency line for the TOV. Marianne suggests that we ask the town to incur this total cost. The Board voted to accept Marianne's suggestion after a motion by Pete and seconded by Margaret.
- ✓ Marianne called the TOV to ask if we can get our heat bills directly. The TOV has not gotten back to her yet.
- ✓ BANK FEES: We have some restrictions on our savings account before we get a bank charge. Now that we have some history, we can be more prepared for next year.
- ✓ The Friends are giving the Library \$1,500.
- ✓ We need to add "Large Print" books and CD (audio books) to the budget line.
- ✓ The Board approved the Treasurer's Report by unanimous vote after a motion from Pete and seconded by Marianne.

2017-2018 Budget

- ✓ Pete submitted a proposed 2017-2018 Budget
- ✓ NY State Comptroller's Office has asked for our official audit
- ✓ Health Insurance came back with 82% increase. Pete will look at other bundles
- ✓ The Year-End Audit was sent out to 7 accounting firms with only one response. Because we are a government entity, there are special "hoops" to go through that drive up the cost.
- ✓ Incero came back with a bid of 7,000 full auditing and filling out forms and 5,500 for auditing and we fill out forms. After discussion, the Board unanimously approved hiring Incero for the full audit of 7,000 after a motion by Pete and seconded by Marianne.
- ✓ Margaret said that the cleaning needs to be increased from 10,000 to 12,000 to include the cost of carpet cleaning.
- ✓ The Board unanimously approved the tentative 2017-2018 Budget after a motion from Pete and seconded by Margaret.

Director's Report:

- ✓ A patron needed to be removed from the library for threatening 2 other patrons. Police were not called. Patron needs to have an interview with Carol before allowed back into the library. Next time, the police must be called.
- ✓ There is currently a mini silent auction in the library. All proceeds to support the Library.
- ✓ A patron wants a book to be sent to her home by Fed Ex. Pete said to send an official letter letting her know that the Library does not have the resources for FedEx or UPS.
- ✓ A Meet-n-Greet will be held on June 28 at noon for the employees and the Board. Carol will get some of the employees' questions to us by the end of the week.

Strategic Plann:

- ✓ There are 2 parts to the Strategic Plan. One part just has the bullet points and the 2nd part has a more detailed plan
- ✓ Dannielle said that the Strategic Plan requires community input.
- ✓ Dannielle said that part of the plan is to get more community input and to do more outreach. Margaret will add this as #10. The completed plan needs to be sent to Albany.
- ✓ The Board voted unanimously to accept the draft of the Strategic Plan with the discussed updated after a motion was made by Sue and seconded by Marianne.

Other: Dannielle gave Sue a certificate for her service to the Library as this is Sue's last meeting as a Library Board Member.

Adjournment: Meeting was adjourned at 9:00 p.m. Pete motioned and Margaret seconded.

Next Regularly Scheduled Meeting: July 18, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

July 18, 2017

Attendance:

Library Director: Carol Boyce;

Library Board: Margaret Hadsell, Dannielle Swart, Janine Taft, Marianne Taylor, Pete Ziolkowski; Treasurer: Suzanne Johnson

Call to Order:

The meeting was called to order by Dannielle at 6:36 pm.

Approval of Minutes:

The June 20, 2017 minutes had not as yet been submitted, so approval of minutes could not take place.

Election of 2017-2018 Officers

- ✓ Pete nominates Dannielle for President. Janine seconds. Vote passes unanimously.
- ✓ Pete nominates Marianne for Vice President. Dannielle seconds. Vote passes unanimously.
- ✓ Marianne nominates Pete for Vice President of Finance. Margaret seconds. Vote passes unanimously.
- ✓ Pete nominates Janine for Secretary. Dannielle seconds. Vote passes unanimously.

Treasurer Report:

- ✓ A correction was made on p 3 to Lindsey's name.
- ✓ MIT Tech magazine has been discontinued
- ✓ Baker & Taylor's TS360 (Titlesource) will be revisited next year. Ingram has a similar service that is free.
- ✓ Marianne requests Bethany be instructed to tell us when bills are coming due proactively. Pete will check to see if she can enter a due date into Quickbooks. We need guidelines for Bethany. Board requests to start approving bills before paying them.
- ✓ Carol will ask Baker Taylor if it is possible for us to get a refund for B&T's access to their database for searching for books/availability/pricing, and for downloading records to the 4CLS database.
- ✓ Pete notes the phone is 3 times what we planned to pay, and life insurance is 343%, States the insurance should be less than it is to remain compliant with Union. Needs more attention.
- ✓ Pete says we are going into the second half of the year with half our money left.
- ✓ Pete notes we still need utility costs. Dannielle has been trying unsuccessfully to get NYSEG to provide cost info. Pete will tell Bethany to try to get from TOV. Need to reconcile figures from TOV to find out what we really spend on utilities in order to adjust if necessary.
- ✓ Marianne requests Bethany update the spreadsheet again.
- ✓ Pete reports we are preparing for audit. The audit date is yet to be determined but a target date of 8/31/17 is agreed on, as the audit needs to be filed with the NYS Comptroller by 9/30/17.
- ✓ Discussion of alternatives to a cash card for petty cash for Lindsey to use, Pete reports M&T has a nonprofit credit card that allows the exporting of data such as receipts. Margaret and Janine request we investigate options through local credit unions before making a decision. All agree the cash card is a

viable temporary solution and that we should table further discussion on this until after the audit is done and filed.

- ✓ The Board approved the Treasurer's Report by unanimous vote after a motion from Margaret and seconded by Marianne.

Director/Department Heads Report:

- ✓ Carol says attendance is cyclical and steady.
- ✓ Pete notes the circulation is down from 2014-2015.
- ✓ Carol reports new audiobooks are being processed.
- ✓ Pete and Dannielle request we revisit meeting room policy so it reflects that VPL controls usage, not TOV.
- ✓ Pete notes Janet from the Comptroller's office sent a form from the Retirement System that we need to fill out to determine who is in the NYS ERS. Carol will follow up on this.
- ✓ Pete requested a mid-year discussion with vendors i.e., Paychex.
- ✓ Matt's information requesting a raise was submitted. Board decided to discuss in Executive Session to protect his privacy.

Adult Dept:

- ✓ Carol reports the JCC has inquired about VPL hosting Lyceum. This would be a plus for our adult programs. Carol suggests a film club for adults be started. Dannielle notes Open Mike night begins in November.
- ✓ Board requests that Carol have 3 adult programs scheduled by November.
- ✓ Carol states Books on CD have been ordered.
- ✓ Dannielle and Pete ask about LP and regular books. Carol says she is working on it.

Youth Dept:

- ✓ Touch a Truck Day was a success, with 522 people in attendance. Pictures taken by Janine are on shared drive.
- ✓ 70 more people are signed up now for summer programs than last year's final number.
- ✓ Facebook updates are excellent.
- ✓ Harry Potter day already has 120 signed up.

Union Contract:

- ✓ Union states the contract has been signed. Board requested a hard copy of the contract from Mary Lou Carter, steward.

Personnel

- ✓ Job descriptions will require input from staff. Pete asked where Civil Service fit in. Dannielle will get job descriptions from Jill at Broome County Civil Service.
- ✓ Part time employees and Pages are not Civil Service, Full time employees are Civil Service positions as per CSEA-VPL agreement.
- ✓ Pete notes it is crucial we abide by laws and regulations in hiring practices.
- ✓ Carol is to have her job description to the Board by 7/31/17,
- ✓ Board has an action item to finalize Carol's job description by 7/31/17. Carol will put her duties on shared drive for Board to consider.

Building Report: (Margaret)

- ✓ The last bad rainstorm brought the leak we thought we had fixed back.
- ✓ TOV has been asked again when leaks will be resolved. These are the same old leaks. There is no point in cleaning the carpets until this has been resolved.
- ✓ TOV has fixed the holes in the parking lot.

Lease:

- ✓ Dannielle reports that Ellen went back to Dave Berger at TOV and has received no reply. No progress to report since last time. Negotiations are stalled.
- ✓ Marianne requests we add utilities to lease.

Website/IT (Marianne):

- ✓ Marianne researched Earthlink and found we have to keep it as it is a safety issue. It costs \$30/month. Marianne will research to see if there are other companies who can provide same service for less money.
- ✓ Phone charge is \$480 annually to Allmode. This is the computerized town system phones.
- ✓ Shortell is a monthly charge.
- ✓ Website should be up on the 4CLS server by the end of the week.
- ✓ Marianne is working with Matt.
- ✓ Marianne thanks Matt for all his help.
- ✓ The website needs more but has lots on it now. Matt and Lindsey will give input. Site needs pictures. Margaret says we need to be careful about getting releases for photos, says the Museum ran into problems with this in the past.
- ✓ Facebook is now public.
- ✓ The Board unanimously approved to pay Wendy Tipton Waters the balance of her fee- \$425.00- on the launch of the website after a motion from Marianne and seconded by Janine.

Other: No other business.

Period for Public Expression:

- ✓ Donna stated the staff's emphatic support for Matt and his request for a raise. States he is not getting paid what he should be. Staff believes he did not get his 2% raise.
- ✓ Pete reminds her we have to be careful of the legalities such as Civil Service law and privacy.
- ✓ Employees are paid per the agreement between VPL and CSEA. Mistake that was made was misinformation that was given to Matt.
- ✓ Marilyn requests better communication.
- ✓ Mary Lou states if the Board promises something they must deliver; asks who has final decision
- ✓ Marianne informs the staff that financial decisions are the responsibility of the Board.
- ✓ Pete explained that Carol is the Director and we (the Board) hold her responsible for operations. She handles HR issues. We oversee Carol. The other avenue employees may take is to go through the Union.
- ✓ Matt states he was told he would be paid \$15/hour when he took the job.

✓ Pete and Janine said that specific personnel issues should not be discussed in public forum.

Executive Session: The Board voted unanimously to go into Executive Session at 9:00 pm after a motion made by Marianne and seconded by Margaret.

At 9:55 pm, the Board voted unanimously to adjourn Executive Session and the Board meeting after a motion made by Dannielle and seconded by Pete.

Adjournment: Meeting was adjourned at 9:55 pm. Marianne motioned and Margaret seconded.

Next Regularly Scheduled Meeting: August 15, 6:30 p.m.

Respectfully submitted,

Janine Taft, Secretary

Vestal Public Library Board Work Session

July 27 2017

7:15PM

Attendance:

Library Board: Margaret Hadsell, Dannielle Swart, Janine Taft, Marianne Taylor, Pete Ziolkowski

Work session held to discuss Matt's job duties versus job description, and his request for a raise.

PZ brought up the financial aspect.

MT found a blank line for a position that pays 15.09/hour.

PZ asked if we should be paying Matt more money to do the Social Media duties

JT suggested job be re-titled "Principal Library Clerk/Outreach Coordinator"

DS suggested we restructure position

PZ noted we as a Board can do that per the Union agreement

MT noted Prin Clerk step 5 pays \$14.84/ hour, and step 6 pays \$15.21/ hour. Max is \$18/hour in this title.

PZ requested we check the CSEA/VPL contract to be sure of step schedule and clarify what "yearly" means in this context.

JT requests we clarify dates of step raise and annual (COLA) raise as per contract

PZ requested we take time to think about it, have MT write tentative duties and we can take it to the Board for a vote. Keep it on the Principal Clerk line but increase the salary.

MH referenced the coming grievance, suggests we wait for answer from TOV as to previous procedures. Carol gave step raise 1/1/17. 2% raise was from last year's wages.

DS says grievance came yesterday. Notes it has to be delivered 15 days after the occurrence.

MT requests we wait to vote on raise and job description until we have all job descriptions and can do it all at once.

PZ states will need special meeting with special vote. He has been pushing Carol for centralized HR records.

DS will get Carol to write her goals for the position.

Vestal Public Library Board Meeting

August 15, 2017

APPROVED MINUTES

Attendance:

PRESENT:

Library Director: Carol Boyce

Library Board: Margaret Hadsell, Dannielle Swart, Pete Ziolkowski

Treasurer: Suzanne Johnson

ABSENT: Marianne Taylor

Call to Order:

The meeting was called to order by Dannielle Swart at 6:33 pm.

Approval of Minutes:

The June 20, 2017 and July 18, 2017 minutes were reviewed and approved by unanimous vote from a motion made by Margaret Hadsell and seconded by Pete Ziolkowski.

Correspondence:

(Correspondence moving forward will consist of any items of note from the Suggestion Box, Union correspondence, Utility correspondence, Broome County correspondence, etc.)

Carol Boyce states she has suggestion box items on her desk. None of critical importance at this time.

Also NYSEG wants money back.

Treasurer Report:

Suzanne Johnson gave Treasurer's report.

- There is a \$76 fee that appears in the checking account statement that no one recognizes. Suzanne is investigating.
- The State Aid came through this week. 90% came now, the remainder will arrive in October or November of this year.
- Carol has filed the paperwork to receive our Broome County Aid but does not know if it has been received. Suzanne will check with Bethany to see if it was deposited.
- There has been no response as yet from Baker Taylor regarding refund.
- Part time labor line in Annual Budget should read \$264,000 not \$246,000. Numbers were entered erroneously. \$16,500 in contingency fund will cover the discrepancy.
 - Discussion: As we go into discussion of funding for next year, we will need to get the part-time labor expense into check.

- o PZ notes on the budget that a line item was deleted thinking it was not needed: Library Operating Expenses. Had approximately \$7000 in it. Proposes we add a line item that is unfunded for a couple of months in order to get data to project an amount for next year.
- o Also suggests a line item for \$500 or \$1000 for a Library Director Discretionary Fund.
- o We will look at budget and vote in September at the end of the First Fiscal Quarter. The Audit should be back by the next Board meeting, with any luck.
- o PZ reports he wants the audit filed by 9-1-17.
- o MH requests SJ to investigate why some check numbers are in the 2000's and some from the same account are in the 50,000's.
- Pete Ziolkowski states Audit firm is meeting with Finance on Thursday. Bethany and Sue will be there. Pete cannot attend but notes if you look at our balance, we are right where we should be and estimates we will be approx. \$20,000 in the black by year end.
 - o PZ asks CB for hard assets for year end financial report. (includes furniture, fixtures, etc.)
 - o Discussion of Prepaid Cards line items. CVS and Walmart, each \$504. Process now is that we are using the debit card to buy the prepaid purchase card. Lindsey uses the card and turns in the receipt to Bethany to track.
- Dannielle Swart states there must be a written policy. Pete Ziolkowski will write policy so we can vote on it next month.

Director's Report/ Library Monthly Usage Report:

- Carol Boyce states usage is down but that is usual in summer.
- CB reports Lindsey has told her that attendance at youth programs has surpassed any we've ever had. Over 400 attended the Harry Potter program and the Summer Reading program attendance is also up.
- CB says Susquehanna NH has requested some of our donated books. Jim Love will box them up and deliver them. Margaret Hadsell suggests we contact other area nursing homes and offer more to clean out donated book backlog. Pete Ziolkowski says the Seton Key Club is looking for service projects, suggests we contact them and have them do this as a service project. PZ will reach out to Anna Wright of Key Club.
- CB reports a problem patron has been banned from the library and has not been back.
- CB reports Bethany asked her for a raise. Johnson City Library is advertising for an Account Clerk at \$12.19 per hour. Bethany is now making \$10.20 per hour. Board will investigate options to give Bethany a raise.
- RE: Eclipse glasses. First batch sold out in 20 minutes. Friends of the Library got them. New ones will be for sale starting Thursday at \$2.25 per pair. They are certified.

Pete Ziolkowski moves to accept Director's report. Janine Taft seconds. Passes unanimously.

Building Report:

- Margaret Hadsell states the carpets have been cleaned. She suggests we rent or purchase a home carpet cleaning machine and clean the rugs ourselves in the future to save money.
- Windows have been washed. She is happy with the work.

- There was a leak in the women's room and the Town was called. They replaced the wax ring and the leak was fixed. There is now a leak in the men's room in the hall around a urinal. The Town has not yet been able to locate the source of the leak.
- The roof has the same old leaks. We also now have mice. MH will request traps be purchased.
- CB says the library was given a dorm refrigerator that should help with the mice problem. Youth services will use this refrigerator for their supplies.
- Margaret reports she met with Ed Dunscombe, Director of Endicott Library, to discuss security cameras. They use ADP and it cost \$7500. His recommendation is to use wireless cameras that capture audio, and aim them at the doors and the circulation desk. MH recommends we get a 4 wireless camera unit at a cost of \$449.99. This, plus the mousetraps is within her budget, so there is no need for a vote.

Website:

- Marianne Taylor reports in absentia via email that Wendy has been paid. The website is on 4CLS server but not yet live. Marianne has more training to do with Lindsey and Matt.
- We need photos of Board, Staff, and Director for website.
 - **NEXT BOARD MEETING WE WILL BE TAKING PHOTOS OF THE BOARD MEMBERS.**

General Discussion:

- Discussion ensued regarding job descriptions for Matt and Lindsey. Do we have their input yet? PZ asks what we are doing with that. Suggests an Executive Session that includes CB this time. Once job descriptions are done including Matt and Lindsey's input, they go to Civil Service. Still need percentages of the time spent on each duty from Matt and Lindsey. Matt and Lindsey will be given until Friday COB to get this information submitted to Carol.
- Discussion of other general personnel issues ensued. It was noted that Part-time employees are hourly employees and not civil service. Donna can submit her schedules to Matt to meet the scheduling requirement of his new job duties as long as this doesn't create a conflict of interest with the union.
- PZ states Bethany's issue regarding JC position and pay is valid. He would like to write up a description of her job and vote on it in September. Do we need to inform the Union we are changing the job descriptions? PZ will have answer in September.
- Discussion ensued regarding possible Adult Programs. Suggestions were made for free adult art classes, making your own backpacking equipment, home brewing, free financial programs for adults. MH asked who would be responsible for publicity. PZ felt the Board should do this. JT suggested soliciting volunteers to teach programs via large signage on easel by circulation desk. DS said we need to write a policy for these programs stating they can't charge for the classes, can't conduct business, etc.

Lawyer:

- Janine Taft reports that three local firms have been contacted: LG & T, HH& K, and Leasure Gow Munk Rizzuto. They have all acknowledged receipt of our list of questions and have been given a deadline of September 8 for us to receive their replies.

- Pete Ziolkowski requests we have Ellen itemize her bills if it is not already being done. Danielle Swart reports still no progress on lease. We asked for 3 years, and got 1. We all agree we MUST have a minimum 2 year lease period.

Pete Ziolkowski moved we go into Executive Session to discuss job evaluations at 8:00pm. Janine Taft seconded. Passes unanimously.

At 8:33pm, Pete Ziolkowski moved to go back into OPEN Session. Margaret Hadsell seconded. Passes unanimously.

- PZ moved we make Salary modification to Librarian 1 position to Step 4 in the contract at the new rate of \$19.94 per hour, contingent upon the acceptance by Lindsey of the new job description. MH seconds. Board passes this motion unanimously.
- PZ moved we make Salary modification to the Principal Clerk position to Step 5 in the contract at the new rate of \$14.84 per hour, contingent upon the acceptance by Matt of the new job description. MH seconds. Board passes this motion unanimously.
- PZ moved we make the above pay increases retroactive to 7/1/17 (the start of the fiscal year) and MH seconds. Board passes this motion unanimously.

Pete Ziolkowski moved we go back into Executive Session at 8:50pm. Janine Taft seconded. Passes unanimously.

At 9:23pm, Pete Ziolkowski moved to go out of Executive Session. Dannielle Swart seconded. Passes unanimously.

Adjournment: At 9:25 Margaret Hadsell moved to adjourn. Dannielle Swart seconded. Passes unanimously.

Next Regularly Scheduled Meeting: September 19, 6:30 p.m.

Respectfully submitted,

Janine Taft, Secretary

Vestal Public Library Board Meeting

September 19, 2017

PRESENT:

Library Director: Carol Boyce

Library Board: Margaret Hadsell, Dannielle Swart, Pete Ziolkowski, Marianne Taylor

Treasurer: Suzanne Johnson

Call to Order at 6:35PM

Approval of minutes for August meeting:

Minutes amended to include "executive session held to discuss job evaluations" and correct typographical error on p. 1

Motion made to accept by MT, seconded by PZ. Passed by unanimous vote.

Correspondence:

Chris Rody of CSEA has requested written confirmation that the grievance has been resolved in a mutually agreeable fashion. DS responded verbally in the affirmative to him.

MH made a motion that PZ will draft a letter of response, which will also specifically note that the Board does not recognize this as an actual grievance because the Union did not make it within the required timeframe.

MT seconded the motion. Passed by unanimous vote.

Library Director Boyce received a negative comment about the library in the suggestion box. The Board heard and discussed the comment.

Lease:

Discussion was held by the Board regarding the news that the lease negotiations have finally ended. JT moved to authorize DS to sign the lease, contingent upon the TOV signing it first. PZ seconded. MH recused herself from the vote. Passed by unanimous vote.

Website:

MT reports the website is live. The minutes are there, as are the policies. We can upload things to the website now! She will work with Matt who is willing to work on the tech stuff. Discussion by the Board ensued. It was noted we can hire Webby on an hourly basis if necessary. The soft opening will be soon, and the new website will be advertised in the library.

Building:

MH reports the fire inspector for the TOV's fire insurance came to inspect the building. We were informed everything must be a minimum of two feet from the ceiling and the aisles must be a minimum of 36 inches wide. Doors cannot be blocked. Buildings physically attached to the library should not be used as storage. The fire inspector felt the donations shed is being used as a "warehouse". The inspector noticed the bucket above the electrical panel and Jim explained it collects the leaking water. The building was "dinged" on the roof. The TOV wants the donations shed cleaned up. We can add shelving to the shed but cannot store anything directly on the floor. Jim Holley of the Friends of the Library wants a new shed for the books, that the Friends will pay for.

9/14/17 there was a leak over the electrical panel. Still have minor leaks up front. Also leaks in womens bathroom near the meeting room still. Mens room leak has been resolved. Town is aware of womens bathroom leak.

Security cameras were purchased for \$70.00 less than anticipated! A monitor was donated and the cameras are functioning. One is in the corner by the offices to view the restrooms and meeting rooms. One at the childrens circ desk, one at the front windows to view the circ desk and door. The 4th camera is set to view the quiet area and the stacks. Director Carol Boyce will inform the staff these cameras are live and include audio. They are set to turn on with motion detection. Where to place the monitor will be determined.

Treasurer's report:

Suzanne Johnson, Treasurer, reports she is now asking Bethany to deposit checks into the checking account instead of savings, because we were charged overdraft fees.

PZ will arrange to add JT to signature card.

Titlesource update: We are still waiting for an answer from 4CLS as to fee status.

PZ made motion to approve the treasurer's report. JT seconded the motion. Passed by unanimous vote.

FISCAL YEAR END REPORT:

PZ reports we will be re-implementing accounting codes as the codes used by the TOV were not standard. Codes will improve differentiation, such as between adult books and childrens books.

All reports will be available on the shared drive ASAP.

PZ requests a separate meeting to go over budget again.

After discussion the Board agreed to table the Budget discussion for now. PZ requests we get all our questions to PZ and/or Carol Boyce this weekend so we may meet on the Budget separately. Budget meeting will be announced and will be held on Monday 9/25/17 at 6:30PM.

State Retirement System update by CB: Carol talked with the State Retirement System. This is a continuation of the membership we had under the TOV, but we need to fill out the paperwork to change entities.

PZ explained we assumed it would just roll over but that is not the case. We must vote to join. He also stated once we join, we cannot withdraw. After discussion by the Board, PZ made a motion that the Vestal Public Library join the NYS retirement system. MH seconded. Passed by unanimous vote.

PZ made a motion to accept the Procurement Procedure. MH seconded. Passed by unanimous vote.

PZ made a motion to accept the Prepaid Purchase Card Procedure. MH seconded. Passed by unanimous vote.

PZ and CB report Paychex was a no-show to the meeting. This is a pattern. It may be time to find a different, local payroll company.

PZ reports the independent audit is in progress.

Discussion by the board about creating a donation policy. Fred Akshar assisted the library in obtaining a \$7000 grant from his books program. This is allocated to the 3-4 year old programming.

Lawyer search:

JT reported that we received proposals from Hinman Howard and Kattel, and Levene, Gouldin and Thompson. Leasure Gow Munk & Rizzuto did not respond. Discussion by the board ensued and it was decided we should retain Levene, Gouldin, and Thompson. Motion made by PZ, seconded by MH. Passed by unanimous vote.

Board meeting ended at 9:31PM.

Special Board meeting will occur 9/25/17 at 6:30PM to discuss and act on the budget.

Next regular Board meeting is October 17 at 6:30PM.

Vestal Public Library
Special Board Meeting
September 25, 2017

PRESENT:

Library Director: Carol Boyce

Library Board: Margaret Hadsell, Dannielle Swart, Pete Ziolkowski, Marianne Taylor, Janine Taft

Treasurer: Suzanne Johnson

Call to order at 6:40PM

Discussion of Job Description for the Business Office Manager

- Added "Desired Skill" of experience with Quickbooks
- Clarified that the Business Office Manager will be working for the Vestal Public Library, not for the Board of Trustees of the Vestal Public Library.

Motion to accept Job description with the aforementioned changes was made by Margaret Hadsell. Seconded by Marianne Taylor. Passed unanimously.

Budget:

The board discussed the Budget line by line and made corrections. Pete Ziolkowski requests we discuss purchasing a divider for the big meeting room at the October Board meeting. The Board agreed we will vote on the Budget at the October Regular Board Meeting.

At 7:46PM, Pete Ziolkowski motioned to adjourn into Executive Session for purposes of employee discussion. Seconded by Margaret Hadsell.

At 7:51 PM Pete Ziolkowski motioned to go back out of Executive Session. Seconded by Margaret Hadsell.

Pete Ziolkowski motioned we offer to Bethany Stewart the position of Business Office Manager as per discussion. Marianne Taylor seconded. Passed unanimously. Carol Boyce was directed to extend offer to Bethany on 9/26/17.

Board meeting adjourned at 7:55PM.

Vestal Public Library Board of Trustees
MINUTES – Tuesday, October 17, 2017

PRESENT: Danielle Swart, President; Marianne Taylor, Vice President; Peter Ziolowski, Vice President in charge of Finance; Janine Taft, Recording Secretary, Margaret Hadsell, Vice President in charge of Operations.

Also present:

- Carol Boyce, Library Director
- Suzanne Johnson, Treasurer
- Lindsey Murphy, Youth Services Librarian
- Dorian Ames, Mike Wright, Heather Cornell, Jeffrey Loew of Levene, Gouldin, & Thompson
- Steve Bachman, Director, 4CLS

Call to order at 6:35 PM by Danielle Swart, President.

1. Meet and greet our new lawyers

- Dorian Ames, Mike Wright, Heather Cornell, Jeffrey Loew of Levene, Gouldin, & Thompson
In the event of a grievance they would need to recuse themselves because of conflict of interest. If this happens, they can refer us elsewhere.
They are grateful for the chance to work with us and looking forward to representing us in our upcoming contract negotiations.

2. Review and approval of September minutes

- Regular meeting minutes from 9/17/17 – motion to accept made by MH, seconded by MT. Motion passed unanimously.
- Special budget meeting minutes from 9/25/17- motion to accept made by MH, seconded by MT. Motion passed unanimously.

3. Treasurer's Report and warrants

The lease has been signed by the town and received!

SJ reports that the checks issued by Bethany use one set of numbers and the payroll checks use a different set of numbers, in response to an inquiry made last month.

Deposits are now going in checking account.

CB will check with Bert Adams for quote on garbage service.

Motion to accept treasurer's report made by MT, seconded by MH. Passes unanimously.

4. Director's Report:

- Statistics
- Suggestion box input
- Employee update/Staffing: Lindsey and Carol presented request to hire replacement for Bonnie, who is retiring. After much discussion, MT made a motion to allow replacement hiring for youth Department, with Lindsey to make the hiring decision to fill the clerk position created by Bonnie's retirement. PZ seconded. Passed unanimously.

- Program(s) update:
 - Art program will begin the last Thursday of January, 2018, through the 1st Thursday in March 2018. Teacher is doing this Gratis. CB is asking Friends to subsidize art materials. Will be open to 10 adults.
 - CB is working on a Movie program for Seniors. A question was raised by JT as to why are we targeting Seniors when we already have them as loyal patrons? Requests CB create programs for younger adults who work full time as well.
 - DS reports Open Mike Night begins 2nd Tuesday of November.

- Publicity
 - DS reports we got three pages of coverage in the Town Crier, WBNG has publicized the Paws for Friendship program. Matt has posted link on Facebook. Request made to Carol to make sure Matt posts links to Town Crier article on Facebook.
 - DS requests publicity start running now on Facebook and Website, also requests CB contact Press & Sun-Bulletin, Town Crier, Carousel, and Driftwood to get Open Mike nights listed.

- CB informs the Board of a request by page Mira Dhakal to meet her Girl Scout Gold Award project requirement by creating a storybook garden for the library. MT requests it be named something different so as to not be confused with the Story Garden at the Discovery Center.
 - PZ motions to approve idea and give support and permission to go forward with Girl Scout project subject to her obtaining any necessary permissions from the TOV. MT seconds. Passes unanimously.

5. Building/Operations Report

- MH reports Jim Love has been working to clear away the boxes that the TOV complained about.
- PZ reports the Key Club has agreed to help distribute books,
- MH reports paint & Chemicals were dumped into the dumpster behind the building and this creates a liability risk for VPL. We can be fined. CB instructed to call Vestal Police and report if this happens again. She is also instructed to call VPD if there is any unusual activity at VPL.
- MH asks if we have a copy of the contract between the TOV and VCS regarding parking lot. CB says no.
- MH reports security cameras are now installed and operating.

6. Technology Report

- MT reports website is up! Matt was on wrong site, but this has been corrected.
- States we need to give Matt & Lindsey a 1 hour tutorial on blogging, SB says we can get this from Brian at 4CLS.
- Lindsey reports catalog computer in Youth Services has crashed and has been pulled. Per Steve Bachman, sent 4CLS ticket and they will take care of it.
- Event page is now current on Facebook
- PZ states a request from the Auditors is to have an IT inventory instantly retrievable. CB will see this happens.
MT motions to authorize CB to sign catalog of Programs & Services with no changes. MH seconds. Passes unanimously.

7. Finance Report

- 2018 budget
- Monthly finance report
- Paychex issue. Was not taking out proper deductions. CB instructed to write a letter to affected employees to explain what happened. DS tasked to consult with new attorney as to how to handle this. Does Paychex owe us any of the money because of their error/omission? Need to know before entering repayment agreement with affected employee.
- Discussions with Lindsay Murphy on nonfiction book purchases. Suggested she approach the Friends of Library for needed additional funds.
- Provisional Charter has been approved by NYS.
- Independent audit update
- Concern expressed about Vacation Buyback. It is in the union contract but is an unbudgeted cost. PZ motions to appropriate budget as discussed at last meeting. MT seconds. Passes unanimously.
- Civil service and our business manager position- we must bring this into Civil Service compliance. PZ motions we pay Bethany's test fee to take the required Civil Service test. JT seconds. Passes unanimously.
- CB will bring hard copy of Public Commentary policy to next meeting to discuss.
- Nov 10, 2017 is deadline for the requested Task/Schedule list from CB and LM.

At 9:25PM a motion was made by MH to adjourn. MT seconds. Motion passes unanimously.

Vestal Public Library Board of Trustees

Meeting Minutes – Tuesday, November 21, 2017

Present: Dannielle Swart, Margaret Hadsell, Marianne Taylor, Janine Taft, Peter Ziolkowski, Carol Boyce

Call to Order: Dannielle Swart called the meeting to order at 6:32PM

1. Review and approval of October minutes

- A Motion to accept October minutes was made by Margaret Hadsell and Seconded by Marianne Taylor.

Motion passed unanimously.

2. Treasurer's Report and warrants

Pete Ziolkowski informed the Board that an anonymous donation earmarked to pay Bethany's Account Clerk Civil Service Test fee was received.

Pete Ziolkowski requests authorization to make a decision to accept a bid on Term Life Insurance based on the lowest cost.

- Margaret Hadsell moved to empower the Vice President of Finance to accept term life insurance bid proposal based on lowest price criteria. Motion was Seconded by Janine Taft. Motion passed unanimously.

- Pete Ziolkowski moved to approve the warrants as presented. Motion was Seconded by Margaret Hadsell. Motion passed unanimously.

- Director was tasked with finding out why the Comptroller's Office keeps sending NYS Pension bills to Town Of Vestal and get that updated.

3. Director's Report:

- Statistics
- Suggestion box input
- Publicity
 - Anything we are doing MUST go into brochure for the vote.
 - Discussion of putting advance announcements into Town Crier for programs
- Program(s) update
 - Open Mic night was a success

4. Building/Operations Report

5 Technology Report

- Director tasked with contacting Jeff Henry at 4CLS about new computers. If we get our hardware through 4CLS, they will set them up for free.

6. Finance Report

- Paychex issue
- Pete Ziolkowski will solicit new bids for our payroll services. We are not happy with Paychex.

- Independent audit update
- Business manager position

- Pete Ziolkowski moved to empower Director Carol Boyce to sign waiver. Motion was Seconded by Marianne Taylor. Motion passed unanimously.

7. Public commentary/input

7. Staffing and Scheduling discussion

Discussion took place about scheduling and staffing. Director must manage within appropriated budget.

- Motion made by Marianne Taylor to launch a three-month test of the following new hours effective 1/2/18, to be revisited in March of 2018 to determine success or failure. Hours effective 1/2/18 to be changed to close at 8:00PM on weekdays and be open from 1:00PM- 5:00PM on Sundays. Motion was Seconded by Margaret Hadsell. Motion passed unanimously.

Motion made at 8:27PM by Marianne Taylor to go into Executive Session for the purpose of discussing upcoming contract negotiations. Motion was Seconded by Margaret Hadsell.

Motion made by Marianne Taylor at 8:42PM to exit Executive Session. Motion was Seconded by Margaret Hadsell. Motion passed unanimously.

Pete Ziolkowski made a motion to Adjourn at 8:43 PM. Motion was Seconded by Marianne Taylor. Motion passed unanimously.

Next meeting is December 19, 2017 at 6:30PM

**Vestal Public Library Board of Trustees
Meeting Minutes – December 19, 2017**

Present: Dannielle Swart, Margaret Hadsell, Marianne Taylor, Janine Taft, Peter Ziolkowski, Carol Boyce, Suzanne Johnson

Call to Order: Danielle Swart called the meeting to order at 6:35PM

Review and approval of November minutes-

- Motion to approve MH 2nd by MT Passes unanimously

Treasurers report and warrants

- Motion to accept by PZ, 2nd by MT, passes unanimously

Director's report

- Statistics are steady. More new fiction on shelves.
- Art program ready for end of January.
- Matt Burt will host Open Mic night, 1/8/18
- Staff has accepted upcoming schedule changes.

Bldg/Ops report

- Parks Dept has assigned Jeremiah Barnard to landscape library this spring
- Night Shift is not doing a good job, sloppy work. MH suggests hiring a private cleaner/maintenance person. Will look into \$.
- We are very excited about electronic publicity kiosk, expect it to be running by early 2018

Tech report

- PZ will broker meeting with Lockheed community service group.
- MT reports 2 printers have been installed and Carol/Library Staff will ID tag all printers to replace ToV tags. MT & CB will meet with 4cls in January for Tech Refresh and re: tech relationship.

Finance

- Audit is done. Accountant is willing to come explain/discuss if necessary.
- Need to decide if we are going to increase minimum wage. Not mandatory for us to do. Discussion tabled until January to examine funding before making decision.
- Term life insurance contract awarded on low cost and best fit to MBT Mang/Security Mutual. Savings from current policy is roughly \$700.
- Umbrella insurances, workers comp, and disability insurances were not re-bid this year. Finance committee recommends a rebid for 2019 when the current policies end.

Payroll-

- RFP extended to four companies. Two responded.
- Motion by PZ to select D&P as payroll provided based on cost and proximity of company. MH 2nd. Passes unanimously.

Appropriated donations:

- Library rec'd a \$1000 gift. Once we are past budget, non-specified gifts will need to be appropriated to where we want the money. Table discussion on this until January.

Library accounts clerk

- Bethany Stewart passed her test and is reachable.
- Motion by PZ to accept Bethany Stewart as accounts clerk. 2nd by MT. Passes unanimously.

Discussion on process for obtaining yearly tax assessment-

- Board decided it will be a Treasurer duty.

Discussion on employee reimbursement of missed healthcare payments.

- Board decided we will accept \$5/week until paid off, with any remaining balance to be paid upon leaving our employ, if necessary.

1099 for our Treasurer

- MT will donate 1099 forms to the library for the Accounts Clerk to fill in and issue to the Treasurer in early January 2018.

Paid Family Leave discussion

- Board decided DS will inform the union that per NYS law we are willing to provide Paid Family Leave but the employees need to decide if they want it. Not to be part of union negotiations, and all or nothing. No piecemeal.

Public Comment: none

Next meeting: Tuesday, January 16, 2018 6:30PM