

Vestal Public Library Board Meeting

School District Library

July 19, 2016

Attendance:

TOV Library Board Members: Gordon Allen, Susan Hoyt, Library Director: Carol Boyce, School District Library Board Members: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Marianne Taylor

Call to Order:

The meeting was called to order by Marianne at 7:30 pm.

Minutes for the May 17 Meeting:

Motion to approve minutes for the May 23, 2016 and June 21, 2016 as published made by Pete, seconded by Margaret.

Treasurer for New Charter:

The Board discussed adding responsibilities to a current library employee. We could not pay above 9,999/year for this civil service position.

- ✓ Pete asked Carol to assess what responsibilities this employee currently has.
- ✓ Marianne suggested that some current responsibilities be given to another employee. Could we augment with volunteers?
- ✓ This position cannot go over 19 hrs/week.
- ✓ Pete said we could aim for 16-19 hrs/week for this position and adapt when we can.
- ✓ Salaried employees may affect budget.

Annual Report:

- ✓ Marianne asked Carol about the 2015 Annual Report to put on the current website.
- ✓ Carol stated that all of the data was done, but the director's letter was not completed.
- ✓ Carol will give the spreadsheet of the numbers to Marianne so 2015 numbers can be put up on the website and the Director's letter will be put up later.
- ✓ The report was due a few months ago. Carol reported that she will get it out soon.
- ✓ There is another annual report due to the state in February, 2017.

Draft Lease:

- ✓ Cathy Schaewe, TOV Library Board President and Ellen M. Bach, Eq. of Whiteman Osterman & Hannah LLP are handling the lease with the town.

- ✓ There was a concern about being allowed to have cooking classes in the library due to a new law. The law was put into place to prevent charity vendors from using the parking lot.
- ✓ Carol said that Cathy is looking into this concern.
- ✓ Carol mentioned that Vern from TOV is looking into a grant to redo the parking lot.
- ✓ Marianne mentioned that the lease does say, "Joint use of the parking lot."

Finance and Budget:

- ✓ Pete said that we need to have the amounts and line items as crisp as possible.
- ✓ It was agreed that if we need to change money from 1 category to another, it must be voted upon at a Board Meeting.
- ✓ Our fiscal year began July 1, 2016 but Jan. 1, 2017 is when our budget expenses begin.
- ✓ Our 2017 budget is \$725K. We have \$700K guaranteed from school taxes and we need to get \$25K from other sources.
- ✓ The Fund Balance (~\$30K), can be used for our lawyer fees. Pete also suggested that we use this money for one-time startup costs.
- ✓ Friends of the Library are willing to pay for the hardware costs if the Board wants to conserve the Fund Balance.
- ✓ We discussed how to oversee various parts of the budget. Each trustee could become familiar with certain budget items. Examples: Margaret would oversee building operations, Marianne-IT, Danielle-Library Operations, Sue-Programs, Pete-Insurance & payroll. These are suggestions and will be discussed further at a later date.
- ✓ Pete asked everyone to think about additional startup costs and add them to our list on the Google Drive.
- ✓ Carol will ask Ed Hildabrant, Accountant with the Town of Vestal, for descriptions for each budget item. He can run what vouchers come into each line item to get an idea of what is currently there.
- ✓ Pete would like to add a line item, "Capital Accumulation" to capture any surplus.
- ✓ Bethany, library employee, will look into the cost of finance software, especially Quick Books
- ✓ We need to apply to Albany for a tax exempt number.
- ✓ Labor Budget is roughly 400,000. We need to know this exact number.
- ✓ Pete is ready to submit EIN form as soon as we get the Charter.
- ✓ We need the EIN before we can get a bank account. Carol prefers M&T for ease and familiarity. Someone will need to meet with M&T before we make a final decision.
- ✓ We need to pursue getting a 501c3 to accept charitable donations. We do not need this immediately because we are a government entity.

Personnel

- ✓ Carol said that the position of part time clerk in the Youth Services division was not filled after an employee left.
- ✓ A new Youth Services full-time employee was hired, Lindsey Murphy. Current TOV Board approved her hire.
- ✓ Carol just replaced a part time clerk. We now have 5 circulation clerks at the children's desk. Carol will look into having the main circulation desk and the children's desk share duties at the main circulation desk.
- ✓ Marianne asked Carol for the number of library employees. There is a total of 32 employees—3 of these are full time.

Server/Technology

- ✓ Dan Williams has specks. He is on vacation right now. Dan said he would do some technical looking.
- ✓ 4-County would charge for the use of their server.
- ✓ Friends would purchase. Cost: \$2K-5K
- ✓ Danielle's husband offered to donate a server.
- ✓ Marianne will get quotes from Dan, TOV, for the cost/worth of all the computer equipment.

Insurance:

- ✓ Pete and Carol filled out all of the information on the Insurance RFQ
- ✓ We have one partial quote in from Mang (it is missing Director and Board liability).
- ✓ Pete will send out on Vestal Stationary to 6 Vestal agencies and one agency, Cool Insuring Agency, Inc., (Cool is from the library packet Danielle gave us)
- ✓ The quotes must include Director and Board Liability Insurance
- ✓ When the quotes come in, Pete will break thee costs down into the various line items.
- ✓ Health insurance for employees needs to be ready for the calendar year 2017.

Maintenance

- ✓ Margaret will send out the janitorial RFP. She will keep this in the 13K already budgeted for Building Grounds/Maintenance.
- ✓ The question was raised about the 7,000 TOV line item for maintenance. Is all of that needed? Margaret will ask accounting for the vouchers that go under this line item. Does this cover the salt for the winter and the replacement of toilets?

Library Website:

- ✓ Marianne will talk to Brian Lee who does the website at 4-county (He is on vacation right now). Cost it \$12-20/year. Our domain name will stay the same
- ✓ Marianne will get the website up in September. Matt Requa (library employee) will keep it up.
- ✓ We need to get a release form to publish pictures on the web.
- ✓ There are no limits for documents and storage.
- ✓ The new site can look into calendars that show the schedule for the Meeting Rooms.
- ✓ Marianne asked if 4-County has a calendar system.

Volunteers

- ✓ Sue has had people requesting to volunteer. Who should interested parties contact?
Carol said to contact her at 754-4243
- ✓ We need to brainstorm a list of needs so we have ideas for volunteers

NEXT MEETING

- ✓ August 23 following the TOV Board which begins at 7pm.

Adjournment

With no objection, the meeting was adjourned at 9:00 p.m.

Vestal Public Library Board Meeting

School District Library

August 23, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Robbin Oggins, Cathy Schaewe. Library Director: Carol Boyce. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor. Director 4-County: Steve Bachman

Call to Order:

The meeting was called to order by Dannielle at 7:50 pm.

Approval of Minutes:

Minutes for the July 19, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Marianne.

Charter Authorization:

The Board of the Vestal Public Library (School District) hereby authorizes submission of the following documents to the Board of Regents in support of the Charter application: The Charter Application for the School District Public Library, to be known as the Vestal Public Library; the Petition for Charter, the Certificate of Establishment of the new Library; Consents to Serve as Initial Trustees, with Terms of Office for the Trustees. Motion to approve made by Marianne and seconded by Sue.

All documents were reviewed by Trustees, signed and notarized.

Insurance:

- Insurance quotes will be in at the end of August. (liability, fire, Board, Director's workman's comp, & disability)
- The School District Board needs to have insurance coverage by the time the new charter is approved
- Cathy volunteered to talk with Nancy Olmsted of the town to ask for COBRA coverage for a year until all insurance matters can be worked out.
- Cathy volunteered to find out who we need to contact in the state for the retirement plan and what we need to do to keep employees on their state retirement.
- The insurance quotes will only be good for a certain number of months. We need to get the quotes, look at them and then have them in effect once the old charter is dissolved.
- Do any of our library employees stand on ladders or fix outside issues?

Personnel:

- ADP, Paychecks want to meet with the Board.
- These companies provide a variety of services. We need to decide what exactly we need and what we can afford.
- Current employee contract will continue until a new contract is negotiated
- Once we get our EIN number we can apply for nonprofit status and get a bank account
- The Director selects and the Board approves all library employees. The Board actively manages the Library Director.
- Carol will purchase QuickBooks (cheepsoftware.com. techsoup.com, staples advantage, Amazon) Carol will talk to Jim and get QuickBooks established on a computer
- Dannielle is almost done writing all job descriptions.

Lease Agreement:

- The TOV will be negotiation on the Library contract during executive session on Aug. 22, 2016
- Ellen Bach has been reporting to Cathy and Dannielle. The main issues are: 1) the TOV will not give up the right to use the building as an emergency center. 2) the cost to the library IF we are NOT operating is 2,000/day
- Tax moneys should be coming in to us by the end of November

Dates:

- The new charter is on the agenda for Oct 2016 to be approved
- The town will continue to control all payroll until the end of Dec, 2016
- The School District Board will become active by Oct., 2016.

Janitorial/building issues

- Margaret will send out janitorial RFP in Oct. WE should get them back by Nov and have them approved by Dec.
- The roof is still leaking. Carol said "something" had been done but it appears that there is still water leaking over the electrical panel
- Margaret will check with Bob to see what has been done.
- We have asked the TOV to fix all the issues.
- Marianne asked: What if these issues are not resolved? Do we continue to pay the rent? Do we look for a new property?

Technology:

- The web site is up and running. Matt is updating current site and Facebook.
- Marianne wants the new site to be totally up and running by the time we get the new charter approved. She is looking at an Oct timeframe.

- Marianne is researching how to creating a calendar for the meeting rooms to be seen on the web site
- Lindsey will do the Youth services updating.
- Carol will send Marianne a list of everyone who should have an e-mail account
- Dan and Marianne will move all the Town o Vestal email accounts and documents to the 4-county system and turn off the TOV email accounts for the Library staff
- Reminder: these e-mails are not for personal use
- Dan from the TOV has been slowly turning over the technology. The library does not have a lot stored on the TOV system
- We can back up in Google Docs but we will need a secured back-up for accounting and personnel. Suggested date to have this completed is Oct/Nov.
- Phone system is a separate contract.
- Disaster recovery: It will remain here for the town. Besides back-ups, do we need it? The computers shut off each time someone gets off and nothing is saved.
- Dan needs to reroute the internet access

ACTION ITEMS:

- Carol: get list of all the library programs, get Marianne a list of everyone who needs e-mail, purchase QuickBooks, get a list of what the Friend's have paid for Grants that we need to apply for or that are already bringing in money.
- Cathy: Talk to TOV about COBRA, find out about retirement
- Pete: set up meeting dates with insurance and payroll companies

Adjournment

Meeting was adjourned at 8:50 p.m.

Next Meeting

September, 20, 2016 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

September 20, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaeewe.
Library Director: Carol Boyce. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor. Director 4-County: Steve Bachman

Call to Order:

The meeting was called to order by Dannielle at 7:30 pm.

Approval of Minutes:

Minutes for the August 23, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Marianne.

Technology Update (Marianne):

- Phones remain the same—just separate from the town.
- Server Room will remain here as the Town of Vestal (TOV) disaster site.
- E-mail and server will go through 4-County.
- TOV will no longer provide internet connections. 4-County will provide. This fee is included in our automation fee.
- Computers in the system have 2 networks. The public access will always get rebooted—nothing saved.
- The Library does not own the operating system or anti-virus. Dan may try to decouple.
- 4-county has not done much imaging but Steve will look into it.
- We do have EnvisionWare.
- 4-County might be able to help us with Microsoft products.
- Staff Computers: the proposal is to buy a file server for backups and additional disks (most cost effective).
- Approximately 1K-2K for hardware. We may get some underwritten by other sources.
- We get all work stations but no software.
- Marianne sent this info to Dan Williams, TOV, for approval that this is all that the town does.
- Marianne will look at each computer in the library and note what software is loaded on each.
- Carol said there are 3-4 staff computers on network printers.

Request for Quotes for Consulting Hours—We need:

- An assessment each year in Feb of all computers so we can be prepared for our budget.
- Set-up a schedule for replacement (All Dells have been upgrades sin the last 12 mo).

- Margaret asked if training to use any new computer/software would be included. Marianne will ask if it is possible to add training at an hourly rate.
- 3 years experience.
- Marianne will try to get out the information and ask for quotes back by Oct. 10 with a contract beginning in November

New Charter:

- Danielle read an e-mail from Ellen Bach. As of Oct 17-18, Charters are a 2-step process. We will be given a Provisional Charter in Oct and then we must apply again for a permanent Charter later.

Personnel:

- Pete said we have to start thinking about how we will handle all the HR—files, applications, references.
- Carol said the Library keeps their own records—TOV keeps the drug testing information.
- Cathy said there are some civil service issues that need to be resolved to transfer the TOV to Library Employees. Cathy will look into this.
- Pete suggested we make a checklist on what the town does not and what must be in place by Jan, 2016.
- Dec. 1, 2016 will be our 1st bill because we need to prepay retirement.
- There are 31 employees at the Library.

Lease Agreement:

- Cathy reports that the TOV lawyer has been nonresponsive. If not response soon, Cathy will call him.

Benefits:

- Cathy will continue to work on the employee benefits.
- The current Union contract provides for health, dental and Flex spending.
- The 2 employees on our health insurance are both taking the by-out.
- Carol is eligible and can retire from the TOV. The TOV will continue to pay her health benefits at the same rate.
- We pay 3,000 per buyout.
- We would be responsible for any retirement starting on Jan, 2017.
- Dental, short term disability, flex spending, life insurance cannot be underwritten by COBRA
- Doug is checking with the TOV to see who underwrites these insurances to see what it would take to cover our 3 full-time employees.
- Disability insurance is a concern. Short term has a 30 day waiting period.
- Long-term disability is not in union contract. Carol does get this.
- Cathy said the insurance has to be as good as it is now in the union contract.

- Pete said that when we have the Provisional Charter, we also need to buy Board and Director's insurance.

Payroll/Insurance—report by Pete:

- We have 2 bidders.
- Pete wants to sit down with Chris Hutchings form Partners to clear up some figures.
- Payroll/ADP. Sue Marianne, Carol and Pete sat through the presentation. A \$95/month software system where employees input there times and it uploads to their system.
- Meeting with PayChecks, Sept 24 set for 4:00 Thursday.
- We need to get registered with the State Comptroller.
- Carol has been talking to Robin, The State Comptroller Representative in Binghamton.
- Can a library employee also be the Treasure? Dannielle will ask Joe and Time and get the answer in writing and get a copy to Cathy.
- We need to get the Treasure position set-up soon.
- Other libraries that are School District Libraries have the School District as the Treasurer.

Bank Accounts:

- Pete visited M & T. They have saving, checking and on-line banking.
- We have our EIN # now.
- Margaret asked if anyone looked into Visions.
- M & T has a level of administration but Visions does not.
- Pete said that all trustees should have visual access.
- Carol and who else will sign thee checks?
- Oct 5, we will be putting our full budget into an account.
- Both Pete and Margaret said that we need to put things in place now and then revisit in one year.

Conflict of Interest Policy:

- Cathy will post and the rest of the Board should review.

Building Maintenance—report by Margaret:

- Sept 6 the exterior lights were out. TOV saw the problem with thee circuits and got the lights working.
- Handicap door was broken—TOV fixed it.
- Roof Drainage over the electrical panel. Nothing has been done.
- Cathy will send an e-mail to Vern and asks the status of the drainage.
- Back bathroom has a moldy odor.
- Cleaning service has not been cleaning thee restrooms adequately.
- Margaret will send out the Janitorial RFP's by Oct 3 with a return by Nov. 1.

- The budget line now is 1K a month.
- Cathy said that we can sign contracts when we are approved on Oct. 15.
- A new location for the library is not feasible now but we have a realtor keeping an eye out for possible properties.

Adjournment

Meeting was adjourned at 8:50 p.m.

Next Meeting

October 25, 2016 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

October 25, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaewe, Robin Oggins. Library Director: Carol Boyce. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor.

Call to Order:

The meeting was called to order by Dannielle at 7:30 pm.

Approval of Minutes:

Minutes for the August September 20, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Pete.

Charter:

- Ellen Bach said this afternoon that we received a letter to approve our Provisional Charter. The official letter will be coming soon. In order to accommodate the dissolution of the Previous Library Board, we are moving our meeting.
- Paper work for the dissolution will go to the Board of Regents for their Feb meeting.
- Library assets will be transferred at our November Baord meeting.
- Pete: retirement bill must be paid in advance and must be paid in Dec. Carol got the name of a person to talk to about the Retirement System.

Benefits:

- Cathy: Health care comparison was sent to Pete. Pete will talk with Doug. This is the next immediate project that we need to attend to. The spread sheet from Doug is on our shared drive under Health care.
- Per the Union agreement, the employee must pay 20% of the insurance premium. We will look into this.
- Cathy suggested contact the CSE rep, and tell them that the prices are looking very steep and ask if they have a problem with us talking with Matt directly. Dannielle volunteered to talk to the CSE rep. Carol will send the name of the new CSE rep to Dannielle.
- ACTION: Pete will contact Doug. If we go to the market place, they would not include insurance for vision care.
- Marianne asked if the premiums were comparable. Pete has some information. It is in the \$700 range but that was for 2 employees. This is comparable to what the town sent us.
- Health care needs to be in place by Jan 1. We need to know what we are doing next month to get it set-up on time.

Funding:

- Carol: The County sent her a letter and she must attend a meeting. It appears that the County has some money for the library in their funding. She will be attending the meeting next Tuesday. Dannielle will accompany her. Carol will get the time of the meeting to Dannielle and Gordon. 69k was given to the library last year.

Technology Update (Marianne):

- Handed out a spread sheet for the costs. We do not know what the Window 7 upgrade will cost. Cathy noticed that the tax was included and we do not have to pay tax.
- Maintenance is for the Deep Freeze software for the public computers. Purchasing 3-years instead of 1-year for cost and upgrade benefits.
- Dannielle asked if there is a NY state vendor price. How to do it? Sherry Gorman does all the purchasing. Marianne will contact 4-County to ask for help.
- 4 County wants to take one of the public computers back to 4-County to see if they can reimage it. We are waiting for permission from the TOV to do this. Then this will be de-coupled from the TOV.
- Marianne wants to get the computer purchases and transition taken care of ASAP.
- **MOTION:** Proceed with the purchase of the IT as outlined on the given list not to exceed 9,000. Motion made by Pete and seconded by Marianne.
- Margaret asked what are we going to do with the website? She knows of a person who designs websites. It needs to be in Word Press. Margaret will inquire, otherwise Marianne will do it.

Lease:

- Ellen Bach sent a reply to the list of items we said what we wanted to repair. The town repaired only 5 items. The big items were put on the "will be done" because there is nothing in their budget.
- Blistering/peeling paint. TOV said that is because we hang things on the wall.
- Bob Jones, our maintenance person and former Home Inspector, will be taking pictures for proof of what things look like when we sign the lease.
- TOV wants the library to take over and have maintenance agreements to keep up all of the systems running (plumbing, heating, AC).
- Ellen says, keep in mind the 30k/year lease is below market rate for 22k square feet. The town understands the need for the 10 year lease but we are not sure TOV will accept.
- TOV is attempting to purchase the land next door (between the museum and route 26). Does the TOV want to use this building for the Town Hall? It might be 5 years before the town moves on this.
- Cathy felt we need to get the best deal we can and start looking. Suggestions? The top floor of the District offices? Schools? Any schools closing? Sue said there is no current discussion about any school closing.
- What Cathy took away from her discussion with Ellen, is that Ellen will push the issues about the things that the TOV already said they would do.

Maintenance (Margaret):

- RFPs were sent to five companies. Of those five, Night Shift is the only one who has set up a walk through (companies were supposed to contact Carol before Oct 28 to set this up).

- Carol said we have had them before and they were very good for 1 month. Carol left a message with Night Shift to set-up the meeting.

Library Face Lift (Margaret):

- There have been no cosmetic changes to this building since we became a School District Library. We cannot ask for more money unless we make some kind of inside changes.
- Get the things we are looking for, and the prices, and Ramona (Grant writer) will go out and look for money to pay for these items.
- Ideas were: padded chairs, 5 gallons of paint with primer, new carpet in the main part of the building. Ramona said not owning the building should not hamper us.
- Entryway is cluttered. We need to brighten it. Carol said that Lindsey, Youth Librarian, is looking into this.
- Other ideas: Get someone to do a mural, clean up all the small notes and tape marks, too much “stuff” is plastered all over the windows, maybe get a bright poster that displays just one or two important activities or announcements.
- Marianne’s idea: Start with a TV that cycles through all announcements. Marianne will look into this. It could be some sort of Power Point system should be easy to load.
- Margaret will ask her husband to design a new circulation desk and get a quote.

Donations:

- Books will be sent to North Carolina. Carol and Margaret will talk to the moving companies and ask if they will put it on a load that is already going down there. If they want to charge, then maybe we can get other libraries involved and share the cost. Carol has been trying to contact the NC library association. Dannielle said that the Rotary is sending books to schools in Africa.

Finance (Pete):

- Pool insurance of Albany NY put in a bid. It was \$800 more than the Partners bid.
- The bid from Partners came in at the lowest price with comparable coverage.
- MOTION: Pete motioned to accept Partner’s insurance. Marianne seconded. There was not further discussion and the vote was unanimous in favor.
- Workman’s comp and disability was packaged with Partners. Right now, we keep these with Partners for easy of billing.
- Pete suggested we re-bid next year after we have had more experience.
- Pete will notify the companies and plan out the next step in the business deal after we set up the bank accounts. Jan 1 start up for our insurance.
- Payroll: We had 2 bids. The companies gave somewhat comparable services and Paychex was almost half the cost. We will take their basic package. We can add things on later if needed.
- MOTION: Pete motioned for Paychex to take over our payroll. Margaret seconded.
- Discussion: Are the people attending any library programs called students? NO; An unanswered question is will the computers be covered if for some reason they all “fry”.
- VOTE: The vote was unanimously in favor.
- Banking: As soon as we get our charter letter, we need to discuss opening up the bank account and move the funds when available. The bank needs a letter to say we are incorporated.
- Cathy will talk to Ellen to send us the confirmation letter as soon as possible.
- M&T is our bank of choice. We get checking and savings with minimal interest rate.
- QuickBooks was ordered today (we need 2 copies).

- We still need to sit down and spell out our procedures for ordering, payment
- “Contracts and professionals services” line on the budget. Both the payment for the janitorial services and the lawyer come out of this line.
- 26k left in fund balance
- Treasurer: Frank Sisisky is our rep for the state comptroller. Carol will go back and look at his e-mails. He is currently figuring out what our tax cap will be.
- DISCUSSION: Should we just pay 4K—1K per quarter for a yearly contract (no insurance). Dannielle will take to BOCES about getting a treasurer. We will start looking to fill this position.

Library Calendar:

- Holidays: the library will be open on “eves” from 9-12
- The library will be closed on Jan. 2, 2017
- It was decided that the Director of the Library can make the decision to whether or not the roads are safe or unsafe for the staff both in closing the library for the day and in closing early.
- This information needs to go on the web site immediately. Marianne can do it from home early in the morning.
- A staff phone tree will alert the staff.
- Carol: changing the information on the library phone has never worked on the past.
- Carol get the closing on the crawl on WBNG TV and other news media.

Adjournment

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

Next Meeting

November 22, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

November 22, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaeewe.
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.
Guest: Suzanne Johnson.

Call to Order:

The meeting was called to order by Dannielle at 7:30 pm.

Approval of Minutes:

Minutes for the October 25, 2016 meeting were reviewed and approved as amended. Motion to approve made by Pete, seconded by Margaret.

Resolution: This resolution authorizes the acceptance of transfer of library assets.

Resolved, that the Board of Trustees authorizes and directs President Dannielle Swart, Trustee Peter Ziolkowski and Library Director Boyce, in consultation with counsel and auditors, to complete all banking transactions necessary or desirable to accept the transfer of financial assets from the Vestal Public Library, a municipal Public Library, to the Vestal Public Library, a School District Public Library.

Motion made by Marianne and seconded by Margaret. Trustees voted unanimously in favor.

Charter: Provisional Charter was granted on Oct. 18, 2016 to the School District Vestal Library from the Board of Regents.

Code of Ethics Policy: Cathy will change one paragraph and post it on the Shared Drive.

Fee Policy: In the past, Trustees have been given freedom of fines and fees. The policy of the School District Library board is that trustees waive any fine and fee forgiveness and will pay the normal fees. Motion by Pete and seconded by Margaret.

Governing Council Report: (given by Carol, Marianne attended via phone)

- Meeting places were discussed. Our Library had no available rooms.
- The calendar that does check-outs is manually set by Carol
- "Buy it now" through Amazon. 4-County gets a rebate. These funds are used to offset the automation cost.
- "Director Station" is where Carol gets all of her statistics.
- "BluCloud Analytic"-Carol thought it was not as user friendly.
- We are now participating in E-rate. This federal program discounts telecommunications to schools and libraries. Hardware is now available. The new board should sign a new automation contract with 4-County.
- "NoveList" A link in the FCLS research Center area of their website to get e-books from 4-County.

*No steps to go through to download, clear "wait list" and availability, new "subject" list, feedback goes directly to Overdrive

- Carol said there was a suggestion to have on-line registration for “on-line” use only. This would make it easy for patrons and increase e-book usage. If the patron lived outside our area, then we would be losing fees. This is in the initial discussion phase.

Funding: Broome County is still modifying their budget but our library was slated for 25K.

Automation Contract:

- Fees handed out
- Instead of uncertainty of cost, a blanket 3% was applied. Steve explained that fees are calculated in the spring with data from 2015. 4-County is looking into a 3-year contract with graduating increase each year and adjusted recalculation after the 3-year period. We would not see the benefit of purging books out of our system until the 3rd year. In 3 years, there will be 3 more libraries on-line that will help with the automation fees.
- Pete said that our budget line (45K) must include this cost as well as other costs.

Technology Update (Marianne):

- Dan Williams from Magnificent PC is working on the transition.
- Quick Books is loaded.
- Internet connection is scheduled to be put in next week and will run parallel for 2 weeks.
- No cost for the operating system because the computers already have it.
- Marianne updates website as much as possible
- Facebook page is used a lot. Matt Requa and Marianne Taylor have administrator priviledges.
- A question was asked on Facebook if we would consider a reduced “Home School Family” cost. Families can apply to Friends for a reduced grant.
- Friends need to apply to become a 501(c)3 entity.
- 4-County charges a set nonresident fee of \$50 per household fee.

Board of Trustee Membership:

- Margaret brought up adding 2 more members to the Board. The law says the Board can have from 5-15 members.
- Cathy’s suggestion was to wait until 2018 when we have to apply for an Absolute Charter
- We can have interested parties on any committee that is chaired by a Trustee.
- Cathy volunteered to be a member on the standing committee.

Employee Information:

- All employees should fill out new paperwork before the end of the year. All employees must sign off on the change from one entity to the other.
- We will ask PayChex if they have the forms and to devise a new sheet to keep HR records.
- Employees need new retirement system forms.

Insurance:

- We need a Youth Protection and Anti-harassment Policy in place for insurance. Pete and Cathy are on it.
- There is a \$3,000 buyout if a full-time employee does not take the insurance.
- The Board discussed keeping the employee co-pay at 20% and give back the monetary difference in the 2 plans to the employee getting the insurance. This needs to be further negotiated with the Union.

Treasurer:

- Dannielle asked BOCES and we were turned down
- Treasurer will report directly to the Board (monthly) and will be a public office. The duties will probably require approximately 5 hours a week.
- Dannielle introduced our guest Suzanne Johnson, MLS
- The Board asked Suzanne to submit a resume to be reviewed by the Board
- We will discuss compensation at an executive session.

Maintenance (Margaret):

- Janitorial: The town worked on the outside flagstone, repaired the North elevation and worked on the water heater.
- Some repairs are scheduled for the capital project.
- Ramona will look for a grant to replace the carpet in the main portion of the library.
- After reviewing and discussing the janitorial bids from G2 and Night Shift, Marianne motioned to hire Night Shift on a yearly contract. Pete seconded. All were in favor. We have a check list of their responsibilities that should keep them on track. The contract begins Jan 1, 2017 through Dec. 31, 2017.

Finance (Pete):

- Pete started a spread sheet that itemizes all expenses. Marianne will begin putting in her numbers so we can see our costs. So far, all IT expenses have been from this year's budget.
- We need an accountant line item put in.
- Discussion of becoming a government entity of a non-profit 501(c)3. Steve said that we were more accurately defined as a government entity.
- HR services and insurance have been signed.
- Pete motioned that we pay \$3 per employee per year for 15K of term insurance to employees and 25K to full time employees. Margaret seconded.
- Money was budgeted for a 3% pay increase but the FICA was not increased. This leaves us with 1,000 of exposure.
- Pete asked Carol for some numbers. What's the minimal staff needed to run the library? What's the optimal number of staff needed?
- Margaret will put a list of salaries on the Shared Drive.
- Matt is in charge when Carol is not present at the library. Pete asked if we need another line of Management who is not in the Union.
- We need to ask our lawyer how to ask for an increase in our budget during voting.

Strategic Plan: We need to discuss our Strategic Plan soon.

Adjournment: Meeting was adjourned at 9:30 p.m. Sue motioned and Margaret seconded.

Next Meeting: December 20, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary

Vestal Public Library Board Meeting

School District Library

December 23, 2016

Attendance:

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

Call to Order:

The meeting was called to order by Dannielle at 7:00 pm.

Approval of Minutes:

Minutes for the November 22, 2016 meeting were reviewed and approved as amended. Motion to approve made by Margaret, seconded by Pete.

Executive Session: The Board voted unanimously to go into executive session after a motion by Pete and seconded by Sue.

At 7:40, the Board voted unanimously to adjourn Executive Session after a motion made by Pete and seconded by Margaret.

Warrants: After discussion, Warrants 2016-50L were approved by unanimous vote on a motion by Pete and seconded by Margaret.

Charter: Dannielle reported that we received a soft copy of the Charter. Cathy will check with Ellen Bach, Esq. of Whiteman Osterman & Hanna LLP to see if she received the hard copy.

Conflict of Interest Policy: Cathy updated the policy on the shared drive. After discussion, the Conflict of Interest Policy as posted on the shared drive was unanimously adopted after a motion by Pete and seconded by Margaret.

General Information:

- Pete is on the STEM advisory board at Lockheed Martin and will discuss programs with Lindsey.
- Lindsey's Pinterest party was on the news
- Margaret will research grants for 3-D printers
- Steve will talk with the state for information on how to report for 2016 with 2 library entities and the change in the School District Library's fiscal year.
- The "New Book" selection is currently displayed for about one year
- Margaret has Ramona looking for grants. An estimate for a rug for the main library area, lecture room some small rooms and a few offices was \$60,000.

Cleaning Service Contract:

- Margaret contacted The Night Shift. They were given a list of cleaning requirements. The Night Shift will arrange with Carol the days to clean. Margaret will check if we will be billed at the end of each month.
- A letter was sent to the other bidders to inform them they were not chosen for the bid

Grounds Maintenance by the Town of Vestal (TOV):

- Lights at the west end of the building are still out

- Carol asked to repaint the lines in the parking lot
- A new flag was hung
- We discussed that any problems with student parking could be brought to the attention of the TOV and/or Vestal High School

Technology:

- Margaret read Marianne's report that is posted on the shared drive.
- Can the screen in the lobby be moved?
- Website: We haven't found someone to set it up. Would an employee maintain the website or would we need to pay someone?
- Sue will e-mail Marianne a contact to check if college students set-up websites as a requirement for their classes.

Finance (Pete):

- There are mandated line item numbers for budgets. Cathy will send a link to Pete
- Bank accounts were set-up. We can further discuss who get visibility and who gets other types of access. Two debit cards are associated with this account. We get free unlimited checking/savings.
- All payments or any involvement with 4-County will be signed by Pete or Marianne.
- We need to have a discussion with Bethany & the treasurer at a later date.
- Other items to discuss: Whose name will appear on the debit cards? How do we keep record and control of the accounts?
- The earliest we will get the tax money from the School District is Dec. 1st of each year.
- After discussion and debate, the option to pay the money to the state for NY State unemployment after someone is laid off by unanimous vote, on a motion from Margaret and seconded by Sue. Pete will inform Pay Chex.
- After discussion and debate, the Board resolves to create the position of treasurer in compliance with NY State Education Law; said person would be a public officer and duly bonded by unanimous vote on a motion made by Pete and seconded by Margaret.
- Job Description for Treasure is on the shared drive.
- After discussion and debate, the Board recommended Suzanne Johnson (previously interviewed by the Board) for the position of Treasurer for \$1,000 per quarter for a 10 month term, by majority vote on motion by Pete and seconded by Margaret. Dannielle abstained from the vote. Pete will call the insurance company about the bonding. Treasure position will begin Jan. 1, 2017.
- After discussion and debate, the Board will give all part-time employees 15k of term life insurance and the 3 salaried employees 30K of term life insurance at cost of \$1,208 to the library by unanimous vote, as motioned by Sue and seconded by Pete.
- Rent will be paid monthly until a lease is signed.
- Personnel Transfer: All employees have signed. We need to comply with Civil Service requirements. A copy will be given to Nancy Olsmted and a copy will be kept for our Personnel files.
- We need details about the pension deductions. We have a caseworker from the comptroller, John DeBenitis. Carol has been in contact with him.
- Pete will get a list of all deductions from Laura McCain, TOV Comptroller

Insurance:

- Health care papers are signed and will be paid monthly
- Dental Insurance, per our insurance representative, is a noncontributory plan. It is the same type of plan as was given by the TOV but at no cost to the employee.
- Flexible Spending was offered by declined by all participants.

Broome County Contract:

- After discussion, the Library will enter into an agreement with Broome County for acceptance of 25k by unanimous vote on a motion by Pete and seconded by Sue. Carol will send in a report in June, 2017 outlining the use of the money.

Union Negotiations:

- Christopher Rohde, Union Negotiator, has requested a meeting for after Jan 1, 2017. Dannielle is the official responder.

Collection Development: Discussion deferred to a future meeting.

Strategic Plan:

- Dannielle will investigate using Survey Monkey
- Something will go out on the internet to reach as many people as possible, even those who do not currently use the library.
- We have to include something in the yearly report to show we are working on our Strategic Plan.

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

Next Regularly Scheduled Meeting: January 17, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary