

**Vestal Public Library**  
**Board of Trustees Meeting - April 19, 2022**

Present:

Shoba Agneshwar

Lorie Avery

Dianne Cappiello

MaryAnn Karre

Joseph Kost - absent

Ruth Mitchell – absent

Marcella Smith

Dannielle Swart

Janine Taft

Library Director: Paul Chapman

VPL Board Treasurer: Bethany Stewart

Call to order at 6:33 pm by JT. A motion to approve the March 2022 minutes was made by DC and seconded by LA; motion passed.

**Public Comment:** none

**Old Business:** The Director would like to have a committee to review the Patron Code of Conduct before adoption by VPL. The mission is to go over what BCPL is currently and to see if we should mirror their policy or modify it for VPL. DS has volunteered to be the Chair and will be assisted by MK, LA and others as needed. This committee will meet and bring suggestions to the board.

**New Business:** There are 6 candidates running for 3 board seats (Collette Waldron, Margaret Hadsell, Sue Johnson, Barbara Morgan, Jeremiah Barnard, Nicole Barnard). All will be contacted to provide a short bio and answer why they are interested in running/being on the VPL board. This, along with budget highlights will be advertised in the Town Crier as well as the VPL website.

**Finance:**

- Bethany presented the monthly budget/expense performance report for March and provided updates on specific lines.
- Questions were asked and answered on Library Operations Expense line; purchase of easels; purchase of new cash register; purchase of trash cans. DS suggested that the procurement policy should address questions about making purchases before they occur and not after-the-fact.
- Bethany stated that there are specific budget transfers that need to be done and that all income must be allocated by the end of the fiscal year:

<b>Transfer OUT</b> from the following Income Budget lines		<b>Transfer INTO</b> the following Expenditure Budget lines	
Book Sales	- \$1,550	Adult Books	+ \$1,250
Meeting Room Fees	- \$ 944	Library Operating Expenses	+ \$ 750
Non Resident Dues	- \$ 537	Café Expenses	+ \$ 550
Copier & Printer Fees	- \$ 340	Facility Operating Expenses	+ \$ 500
Book Fines	- \$ 272	Adult Programming	+ \$ 500

Apparel Sales	- \$ 103	Accounting	+ \$ 400
Damaged/Lost Book Charges	- \$ 102		
Café Sales	-\$ 49		
Other Merchandise Sales	- \$ 45		
Reserves/New Cards	- \$ 8		
<b>Total</b>	<b>- \$3,950</b>	<b>Total</b>	<b>+\$3,950</b>

- DS made a motion to make the budget transfers as indicated above; LA seconded the motion; motion passed
- MK made a motion to accept the warrants and Treasurer's report as presented; LA seconded the motion; motion passed.
- The Director presented the 2022 Budget highlights and also discussed the contingency budget and the implications of the proposed budget not passing. He stated that state aid is projected to increase but that is TBD.
- DS made a motion to accept and present the annual 2022-2023 Budget of \$776,832 to the voters of the VCSD on May 19<sup>th</sup>, 2022 at the annual vote of the VCSD budget and the VPL budget. The VPL fiscal year runs from 7/1/22 to 6/30/23; MK seconded the motion; motion passed.
- VPL employee handbook - In process, Smith Brothers offers a free service that will help us compile this information properly.
- VPL Capitalization policy - complete, ready for approval upon JK's return
- VPL Procurement policy - complete, however, board has been asked to review and provide feedback
- VPL Office manager civil service exam - May 14th

**Director's Report:**

- March circulation stats: 11,925
- ILL In was: 1,677 and ILL Out was: 975
- Acquisitions & processing were 374
- DS questioned/mentioned the need for more large-print books. There have been recent sales that VPL has not taken advantage of and it was agreed that this particular collection needs improvement.
- Reference questions were 778; Public computer sessions were 519; WiFi users were 4,712
- Room rentals in February - Large room: 11 and Small Room: 10
- March patron counter was 6,225 with Thursday being the busiest day and 4pm being the busiest time
- TOWN CRIER - Continue to market via TC weekly
- VPL Community Brew Cafe (donation based) - is now open

- VPL COMMUNITY ARTS - NEW MONTHLY PROGRAM - A monthly art show hosted by VPL featuring local 2-d and 3d artists to increase the art literacy, art awareness, and art appreciation of the Vestal community; to provide an engaging forum for discussion and communication and to give community patrons a place to showcase art.
- PATRON CODE of CONDUCT - VPL Library Director attended the 4CLS Patron Code of Conduct Workshop. BCPL is revising/updating their Patron Code of Conduct and shared their process and rationale behind their language and decision to include/exclude information. VPL Library Director requests that the Board review VPL's Patron Code of Conduct and consult the updated changes that BCPL has made to their Patron Code of Conduct as a guide.

## **STAFF**

- Gustav Gebbie has become an asset to VPL
- Adult Nonfiction Collection Development Project
- Shifting Project - Adult Fiction (Complete)

## **Adult Programming:**

### **PAST ADULT PROGRAMMING:**

- 3/3 - Yin Yoga - (7 Patrons)
- 3/5 - Community Connection - (15 Patrons)
- 3/5 - Mad4Art - Learn Porcelain Painting (7 Patrons)
- 3/10 - Yin Yoga - (7 patrons)
- 3/19 - Community Volunteer Repair Center - (10 Patrons)
- 3/15 3/22 - Mad4Art - (13 virtual Patrons)
- 3/24 - Yin Yoga - (4 Patrons)
- 3/25 3/26 - Harry Potter Escape Room (Part 1) - (131 Patrons)
- 4/2 - Community Connection - (16 patrons)
- 4/7 - Yin Yoga - (7 patrons)
- 4/8 4/9 - Harry Potter Escape Room (Part 2) (111 patrons)
- 4/13 - Adult Take & Make Craft - (30 patrons)
- 4/16 - Community Shredding Event - ~90 Patrons - (\$527.95 in donations)

### **UPCOMING PROGRAMMING:**

- Binghamton Philharmonic Lecture/Talk - with Music Director Daniel Hege - April 20 6PM
- Seedy Saturday - April 22
- April 22-30 - Earth Week - 13th Annual Neighborhood Forest - Free Tree Program - 28 families have signed up and we will be giving away 53 trees.
- Movie Sing-a-long - Encanto - May 7  
All-age program. We'll be showing the movie Encanto for a sing-along, while also providing food from Los Amigos, a Latin food eatery. Encanto is a film about a family from Colombia with strong messages of familial ties and generational trauma. This program provides exposure to other cultures as families enjoy the Disney film/Latin food.
- Game Night - Settlers of Catan - May 19
- Pilot program for community board-gaming in the library. We'll be providing a variety of board and card games for families and friends to engage with one another. Strategy games also encourage critical thinking and problem-solving skills.
- Artisan Market- May 28

## **Youth Department:**

### **TEENS:**

- 3/4 - Teen Advisory Board (YA/Teens 12 - 18) - (6 Patrons)
- 3/31 - Teen Advisory Board (YA/Teens 12 - 18) - (5 Patrons)
- 4/6 - Teen Take & Make Terrarium (YA/Teens 12 - 18) - (27 Patrons)
- 4/12 - Ransom Note Poetry (YA/Teens 12 - 18) -

### **COMING SOON:**

- 4/27 - I'd Rather Read YA Bookclub (YA/Teens 12 - 18)
- High School Tabling Event, last week of April (Date still TBD) (YA/Teens 12 - 18)
- 5/6 - Teen Advisory Board (YA/Teens 12 - 18)
- 5/13 - Teeny Art Show (YA/Teens 12 - 18) - An event for teens to decompress and use painting as a healthy coping skill for anxiety and stress. Art has been shown to be extremely therapeutic, so this event will allow teens to express themselves creatively and potentially add painting as a skill in their arsenal of healthy coping mechanisms. Teens will also have an opportunity to display their art in the library for a month.

#### JUVENILE:

- 3/3 - Tiny Tots Storytime (Infants 0 - 3) - (16 Patrons)
- 3/2 - 3/17 - St. Pat Scavenger Hunt (All Ages) - (58 Patrons)
- 3/10 - Tiny Tots Storytime (Infants 0 - 3) - (16 Patrons)
- 3/16 - PJ Storytime (Preschool 2 - 5)- (5 Patrons)
- 3/17 - Tiny Tots Storytime (Infants 0 - 3) - (17 Patrons)
- 3/21 - Preschool Storytime (Preschool 2 - 5) - (10 Patrons)
- 3/23 - Storybook Arts (Elementary 5 -10) - (13 Patrons)
- 3/24 - Tiny Tots Storytime (Infants 0 - 3) - (13 Patrons)
- 3/28 - Preschool Storytime (Preschool 2 - 5) - (21 Patrons)
- 3/29 - Lego Club (Elementary 5 - 10) - (19 Patrons) 2/8 - STORYTIME (PRESCHOOL - Ages 0-5) - (13 attendees)

#### COMING SOON:

- Yoga Story Time- (May - 4, 11, 18) Ramona, who normally runs the Yin Yoga program for adults, will be running a program for children. Molly will provide a story time, which will be followed by a beginner-level yoga instruction for children.
- Pinwheel Take & Make - Activity for mindfulness and mental health coping skills, Breathing skills.
- Read it & Eat - Middle grade book club.

DS made a motion to adjourn at 7:44pm; LA seconded the motion; motion passed.

**Upcoming Meeting: May 19<sup>th</sup>, 2022 at 6:30pm in the VPL large meeting room**