

Vestal Public Library Board of Trustees
Meeting Minutes -March 20, 2018

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

Absent: Marianne Taylor

Guests: Members of the library staff: Lindsay Murphy, Laura Farrell, Becky Pineau, Michelle Knight, Marilyn, Lorie Avery, Donna DeFlippo, Matthew Requa. Community member: Dianne Cappelro

Call to Order: Dannielle Swart, President, called the meeting to order at 6:35PM

Review and approval of February minutes-

- Motion to approve as corrected by MH, 2nd by PZ. Passes unanimously

Warrants/Treasurer's Report:

- PZ will check to see if a check could be cut by VCSD instead of wiring funds, which costs both parties fees.
- JT asked about book budgets not being spent. Expressed importance of using all available funds to purchase new circulating mat'ls before end of June.
 - Motion to accept report made by JT, seconded by MH. Motion passed unanimously.

Director's report: CB

- Circulation is up. Wireless use is up to 695.
- Suggestion Box: a patron has asked if there is mold in the ceiling. CB will feed that back to the TOV.
- DS asked CB about adult programs for the second month in a row: Where is the list of programs? CB is to bring list of planned Adult programs and programs in the works to April Board meeting. CB is talking to two gentlemen about teaching an adult computer class. Will provide update at April meeting.
- Art class has ended. Open Mic night needs a cost analysis done. CB will do this.
- Adult Book Club: Ellen will run. DS will provide examples from Norwich and Oneonta
- Sundays are being well received. Patrons like it.
 - Motion made by JT to continue Sunday hours through the month of June 2018. Seconded by MH. Passed unanimously.

President's minute:

- DS requests better communication amongst board members, please keep each other informed of what is happening.
- Lindsay Murphy is resigning effective 6/1/18 because her husband has been accepted into a residency program in Philadelphia. Lindsay will finish story time this spring and requests we hire her replacement before she leaves if at all possible. She would like to be involved in the interview process, wants to avoid library and staff struggling.
- CB will get current Civil Service list on 3/21/18.

Tech Committee report: MT by email

- Meeting Friday with Lockheed Martin to discuss tech. Working on updating VPL website. FCLS didn't give us enough room on the server. This has been corrected and is being updated. MT is also working with Wendy/Webbie on site.
- MT gave a specific compliment to Matt Requa for his work.
- CB now has Technology Wish List.

Bldg./Ops report: MH

- Lillian now supervises the cleaning crew. MH explained to her what needs to be done. Seems to be happening. Will continue to monitor.
- One security camera was found to be off/ unplugged. Must monitor to ensure they are functioning.

Personnel Sub Committee:

- Formation of Personnel sub-committee requested by JT on behalf of JT and MT.
- Committee statement presented, discussed.
 - PZ made a motion to accept the statement and formation of the Personnel Sub-Committee. Seconded by DS. Passes unanimously.

Finance: PZ

- Per PZ, Budget creation season is soon to be on us.

- PZ instructed CB to meet with her senior staff and start formulating next year's budget. Will need special meeting to discuss budget in early May. Need initial proposals done in May to be able to approve in June.
- Town Hall meeting is coming up.

Public Commentary:

- Donna D. asked why Carol can't just cover minimum wage increase?
Answer from PZ: Carol can't change the approved budget. Explains the Board is asking her to CONTAIN the salary into the budget. We oversee how the library operates. Current situation was created by overspending. Minimum wage increase was budgeted for, but money was overspent.
- Lindsay Murphy asked how did we get here and what can we do about it.
PZ explained the budget assumed we were containing staffing.
- Marilyn stated the Board should put people first.
- Dianne Cappelillo asked what caused the problem. Overspending again explained by PZ. Dianne stated she is an HR manager and that the most important resource of an organization is the people. PZ clarified her organization is a manufacturing site and can increase production if necessary to make more money. Explained that we cannot do that.

Motion to adjourn made at 8:30 PM by MH, seconded by PZ. Passed unanimously.

NEXT MEETING 6:30PM on Tuesday April 17, 2018 at Vestal Public Library.