

Vestal Public Library Board Meeting at Vestal Public Library - April 17, 2018 6:30pm

Present: Trustees: Margaret Hadsell, Dannielle Swart, Janine Taft, Marianne Taylor

Director: Carol Boyce, Treasurer: Suzanne Johnson

Absent: Trustee: Pete Ziolkowski

Guests: Community: Shoba Agneshwar, Dianne Capprillo

Library Staff: Lorie Avery, Michelle Knight, Becky Pineau, Lindsay Murphy, Laura Farnell, Matt Requa

1. Call to order by Dannielle Swart, President, at 6:31 pm.
2. Review and Approval of March minutes
 - Motion to approve as corrected made by MH, 2nd by JT. Passes unanimously.
3. Warrants/Treasurer's report
 - Suzanne Johnson, Treasurer, presented the financial report and noted that there were 2 transfers this month from savings to checking because the transfer limit is \$24,500. Additional funds were needed this month for pay expenses that included for FCLS Services.
 - Motion to accept report made by MT, 2nd by MH. Passes unanimously.
4. Director's report – Carol Boyce reported
 - Usage: All areas of usage have increased from February with the exception of new cards.
 - Programs:
 - There has been a very good turnout for the Open Mic series and Carol wants to continue with a break in November and December since the room is already booked. Carol will take over organizing the hosts and programs.
 - Art classes went very well and were a good success
 - Working on Senior Computer Class run by Brian Mather and Web Comfort
 - Pete Ziolkowski will run a “DIY Camping Gear” class end of May/June
 - Margaret Hadsell will run a Genealogy program last 2 Wednesdays in August, 1st Wednesday in September
 - Book Club is pending based on if Ellen is staying at VPL. Ellen does have a Book Club Bag from Norwich to review/use as a model for a book club startup.
 - Possible program idea: Hygge – creating warmness/coziness in your home
 - Outreach/Conferences/Meetings:
 - Carol attended Regional Meeting in April. County Executive, Jason Garnar, spoke about a Transit Bus program to put discarded books on the buses to get the names of the Libraries as well as books into people’s hands.
 - Literacy Legacy project and how to implement Baby Library Cards was discussed and questions generated. FCLS is reviewing the questions and researching answers for implementation. Finger Lakes Library System has a Baby Library Card program that could be modeled.
 - Suggestion box/patron input
 - Update all computers and have tablets
 - Browser issues – update browsers – Carol will put in an IT ticket with FCLS
 - Do not like the trees and bushes being removed/cut down
 - Kids suggest? – longer books and books without kissing
 - Open Positions
 - Notice for Youth Director was sent out.
 - NYLA has the wrong email contact, Carol will correct
 - SCRLC notice will be sent by FCLS Director, Steve Bachman
 - JT asked Carol to send notice directly to Drexel, Albany and Syracuse
 - ALA – DS will post because she is a member
5. Operations/Building report – Margaret Hadsell reported
 - No issues at this time
 - Staff bathrooms were repaired this month

6. Tech report – Marianne Taylor reported
 - Challenges with getting the website updated due to technical issues and lag of responses from FCLS. Website back up but it was off-line for several days. MT to continue to work with FCLS and Webbie to get the site updated as needed.
 - Lockheed Martin’s Advanced Technical Leadership Program is working with VPL to help with 2 S.T.E.A.M. projects.
 - The 1st project is to create a Kiosk/Display wall for communications in the entry of the library. The project has been presented to MT, MH and PZ with vision and budget and was provided in hard copy to the board. MT motioned that the proposal to create a communications display in the entry of the library as proposed by LM ALP be approved with a not-to-exceed budget of \$2,000 from the Tech Refresh Budget. 2nd by MH. Passes unanimously.
 - The 2nd project is for the LM ALP team to assist with the planning and purchase for a Library Tech Refresh and creating a Tech Center with new computers, tablets, public computers, laptop computers, early childhood computers.
7. Finance report – Pete Ziolkowski emailed report and propositions
 - Three (3) propositions with motions were presented with backgrounds by MT on behalf of PZ, VP of Finance.
 - Proposition #1: Control over labor spending and 2018 New York State Minimum Wage.
 - Carol Boyce presented the background and research done by her and senior staff to support the recommendation from Finance VP for proposition #1.
 - MT read proposition and background as emailed by PZ.
 - PZ motioned to accept Proposition #1, 2nd by JT, Passes unanimously.
 - Proposition #2: Acceptance, financial control and documentation of Ad Hoc (specific purpose) donations and grants (see policy)
 - MT read proposition and background as emailed by PZ.
 - MH motioned to accept Proposition #2, 2nd by JT, Passes unanimously.
 - Proposition #3: Single Source renewal of independent audit firm
 - MT read proposition and background as emailed by PZ.
 - PZ motioned to accept Proposition #2, 2nd by MT, Passes unanimously.
8. May Budget and Trustee Vote – May 15, 2018
 - MT noted that the Board voted to change the VPL By-laws and increase the Board members from 5 to 9 Trustees effective immediately.
 - DS introduced Shoba Agneshwar as a Trustee Candidate for election on May 15, 2018.
 - MT asked about setting a date for a meet the Candidates and Public Budget meeting and proposed the following dates: 4/30, 5/2, 5/3, 5/7, 5/8, 5/10. The date will be decided and publicized after confirming with all Trustees and Candidates.
 - The date to submit a petition to run as a Trustee Candidate for May 15, 2018 vote was April 16th. There are 2 candidates, MT and SA.
 - Additional Trustees may be appointed during the year to fill the board to 9 members. All appointed Trustees would be on the ballot for election at the next annual election.
9. Personnel committee – Janine Taft and Marianne Taylor
 - MT updated on the committee’s 1st meeting held on March 28, 2018. Committee is creating HR documents for evaluations, job descriptions and policies. MT and JT shared timeline of working with CB to create document packets in May/June, present to staff in June, self-evaluation in July and begin evaluations in the fall. Board will perform evaluation of CB and the personnel committee will support CB in the evaluation of the staff.
 - MT motioned to accept Safe Library Policy (Safe Library policy VPL.docx), 2nd by DS, Passes unanimously.

9. Personnel committee – Janine Taft and Marianne Taylor (continued)

- MT motioned to accept the following 6 personnel documents, 3ndby MH, Passes unanimously.
 1. Annual Evaluation Form – self-evaluation (appraisal-goalsetting staff eval.doc)
 2. Director Evaluation – board (directorevalbyboard vpl.doc)
 3. Director Evaluation – for presentation (directorevaluation vpl.doc)
 4. Staff Evaluation of Director (staffeval-directorVPL.doc)
 5. Employee Performance Appraisal (employPerformAppraisalVPL.doc)
 6. Employee Self Appraisal (employSelfAppraisalVPL.doc)
- Lindsay Murphy, Youth Director, offered to provide her staff evaluations to the committee since she will be leaving the end of May but would like to provide input.
- Review of the Library Staff Discipline Policy (disciplinepolicy vpl.docx) was shelved pending additional research.

10. Public input

- MT noted that the Public Commentary Policy along with other public documents should be compiled and accessible at the meeting area. CB offered to help accumulate a binder of materials for reference during meetings.
- Diane Capprillo asked the board if they would be performing the staff evaluations. JT answered that the staff management is the Director’s responsibility and that the Board is responsible for setting policy and adopting documents to aid in the evaluation process, but it is the Director who will perform the evaluations.
- Suzanne Johnson asked if any board members were going to attend LTA’s meeting in Suffolk 4/27-4/28/2018. The board replied that no one was able to attend this year.
- Lindsay Murphy asked about the policy for volunteers based on the Safe Library Policy. It was discussed and noted that the level of screen would be based on the volunteer activities and supervision.

11. Motion to adjourn made at 7:50pm by MH, 2nd by JT, Passed unanimously.

12. NEXT MEETING 6:30PM on Tuesday, May 15, 2018 at Vestal Public Library.