

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