

Vestal Public Library Board of Trustees
MINUTES – Tuesday, October 17, 2017

PRESENT: Danielle Swart, President; Marianne Taylor, Vice President; Peter Ziolowski, Vice President in charge of Finance; Janine Taft, Recording Secretary, Margaret Hadsell, Vice President in charge of Operations.

Also present:

- Carol Boyce, Library Director
- Suzanne Johnson, Treasurer
- Lindsey Murphy, Youth Services Librarian
- Dorian Ames, Mike Wright, Heather Cornell, Jeffrey Loew of Levene, Gouldin, & Thompson
- Steve Bachman, Director, 4CLS

Call to order at 6:35 PM by Danielle Swart, President.

1. Meet and greet our new lawyers

- Dorian Ames, Mike Wright, Heather Cornell, Jeffrey Loew of Levene, Gouldin, & Thompson
In the event of a grievance they would need to recuse themselves because of conflict of interest. If this happens, they can refer us elsewhere.
They are grateful for the chance to work with us and looking forward to representing us in our upcoming contract negotiations.

2. Review and approval of September minutes

- Regular meeting minutes from 9/17/17 – motion to accept made by MH, seconded by MT. Motion passed unanimously.
- Special budget meeting minutes from 9/25/17- motion to accept made by MH, seconded by MT. Motion passed unanimously.

3. Treasurer's Report and warrants

The lease has been signed by the town and received!

SJ reports that the checks issued by Bethany use one set of numbers and the payroll checks use a different set of numbers, in response to an inquiry made last month.

Deposits are now going in checking account.

CB will check with Bert Adams for quote on garbage service.

Motion to accept treasurer's report made by MT, seconded by MH. Passes unanimously.

4. Director's Report:

- Statistics
- Suggestion box input
- Employee update/Staffing: Lindsey and Carol presented request to hire replacement for Bonnie, who is retiring. After much discussion, MT made a motion to allow replacement hiring for youth Department, with Lindsey to make the hiring decision to fill the clerk position created by Bonnie's retirement. PZ seconded. Passed unanimously.

- Program(s) update:
 - Art program will begin the last Thursday of January, 2018, through the 1st Thursday in March 2018. Teacher is doing this Gratis. CB is asking Friends to subsidize art materials. Will be open to 10 adults.
 - CB is working on a Movie program for Seniors. A question was raised by JT as to why are we targeting Seniors when we already have them as loyal patrons? Requests CB create programs for younger adults who work full time as well.
 - DS reports Open Mike Night begins 2nd Tuesday of November.
- Publicity
 - DS reports we got three pages of coverage in the Town Crier, WBNG has publicized the Paws for Friendship program. Matt has posted link on Facebook. Request made to Carol to make sure Matt posts links to Town Crier article on Facebook.
 - DS requests publicity start running now on Facebook and Website, also requests CB contact Press & Sun-Bulletin, Town Crier, Carousel, and Driftwood to get Open Mike nights listed.
- CB informs the Board of a request by page Mira Dhakal to meet her Girl Scout Gold Award project requirement by creating a storybook garden for the library. MT requests it be named something different so as to not be confused with the Story Garden at the Discovery Center.
 - PZ motions to approve idea and give support and permission to go forward with Girl Scout project subject to her obtaining any necessary permissions from the TOV. MT seconds. Passes unanimously.

5. Building/Operations Report

- MH reports Jim Love has been working to clear away the boxes that the TOV complained about.
- PZ reports the Key Club has agreed to help distribute books,
- MH reports paint & Chemicals were dumped into the dumpster behind the building and this creates a liability risk for VPL. We can be fined. CB instructed to call Vestal Police and report if this happens again. She is also instructed to call VPD if there is any unusual activity at VPL.
- MH asks if we have a copy of the contract between the TOV and VCS regarding parking lot. CB says no.
- MH reports security cameras are now installed and operating.

6. Technology Report

- MT reports website is up! Matt was on wrong site, but this has been corrected.
- States we need to give Matt & Lindsey a 1 hour tutorial on blogging, SB says we can get this from Brian at 4CLS.
- Lindsey reports catalog computer in Youth Services has crashed and has been pulled. Per Steve Bachman, sent 4CLS ticket and they will take care of it.
- Event page is now current on Facebook
- PZ states a request from the Auditors is to have an IT inventory instantly retrievable. CB will see this happens.
MT motions to authorize CB to sign catalog of Programs & Services with no changes. MH seconds. Passes unanimously.

7. Finance Report

- 2018 budget
- Monthly finance report
- Paychex issue. Was not taking out proper deductions. CB instructed to write a letter to affected employees to explain what happened. DS tasked to consult with new attorney as to how to handle this. Does Paychex owe us any of the money because of their error/omission? Need to know before entering repayment agreement with affected employee.
- Discussions with Lindsay Murphy on nonfiction book purchases. Suggested she approach the Friends of Library for needed additional funds.
- Provisional Charter has been approved by NYS.
- Independent audit update
- Concern expressed about Vacation Buyback. It is in the union contract but is an unbudgeted cost. PZ motions to appropriate budget as discussed at last meeting. MT seconds. Passes unanimously.
- Civil service and our business manager position- we must bring this into Civil Service compliance. PZ motions we pay Bethany's test fee to take the required Civil Service test. JT seconds. Passes unanimously.
- CB will bring hard copy of Public Commentary policy to next meeting to discuss.
- Nov 10, 2017 is deadline for the requested Task/Schedule list from CB and LM.

At 9:25PM a motion was made by MH to adjourn. MT seconds. Motion passes unanimously.