

Vestal Public Library Board Meeting

School District Library

December 23, 2016

Attendance:

Vestal Town Library Board Member: Cathy Schaewe. Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart.

Call to Order:

The meeting was called to order by Dannielle at 7:00 pm.

Approval of Minutes:

Minutes for the November 22, 2016 meeting were reviewed and approved as amended. Motion to approve made by Margaret, seconded by Pete.

Executive Session: The Board voted unanimously to go into executive session after a motion by Pete and seconded by Sue.

At 7:40, the Board voted unanimously to adjourn Executive Session after a motion made by Pete and seconded by Margaret.

Warrants: After discussion, Warrants 2016-50L were approved by unanimous vote on a motion by Pete and seconded by Margaret.

Charter: Dannielle reported that we received a soft copy of the Charter. Cathy will check with Ellen Bach, Esq. of Whiteman Osterman & Hanna LLP to see if she received the hard copy.

Conflict of Interest Policy: Cathy updated the policy on the shared drive. After discussion, the Conflict of Interest Policy as posted on the shared drive was unanimously adopted after a motion by Pete and seconded by Margaret.

General Information:

- Pete is on the STEM advisory board at Lockheed Martin and will discuss programs with Lindsey.
- Lindsey's Pinterest party was on the news
- Margaret will research grants for 3-D printers
- Steve will talk with the state for information on how to report for 2016 with 2 library entities and the change in the School District Library's fiscal year.
- The "New Book" selection is currently displayed for about one year
- Margaret has Ramona looking for grants. An estimate for a rug for the main library area, lecture room some small rooms and a few offices was \$60,000.

Cleaning Service Contract:

- Margaret contacted The Night Shift. They were given a list of cleaning requirements. The Night Shift will arrange with Carol the days to clean. Margaret will check if we will be billed at the end of each month.
- A letter was sent to the other bidders to inform them they were not chosen for the bid

Grounds Maintenance by the Town of Vestal (TOV):

- Lights at the west end of the building are still out

- Carol asked to repaint the lines in the parking lot
- A new flag was hung
- We discussed that any problems with student parking could be brought to the attention of the TOV and/or Vestal High School

Technology:

- Margaret read Marianne's report that is posted on the shared drive.
- Can the screen in the lobby be moved?
- Website: We haven't found someone to set it up. Would an employee maintain the website or would we need to pay someone?
- Sue will e-mail Marianne a contact to check if college students set-up websites as a requirement for their classes.

Finance (Pete):

- There are mandated line item numbers for budgets. Cathy will send a link to Pete
- Bank accounts were set-up. We can further discuss who get visibility and who gets other types of access. Two debit cards are associated with this account. We get free unlimited checking/savings.
- All payments or any involvement with 4-County will be signed by Pete or Marianne.
- We need to have a discussion with Bethany & the treasurer at a later date.
- Other items to discuss: Whose name will appear on the debit cards? How do we keep record and control of the accounts?
- The earliest we will get the tax money from the School District is Dec. 1st of each year.
- After discussion and debate, the option to pay the money to the state for NY State unemployment after someone is laid off by unanimous vote, on a motion from Margaret and seconded by Sue. Pete will inform Pay Chex.
- After discussion and debate, the Board resolves to create the position of treasurer in compliance with NY State Education Law; said person would be a public officer and duly bonded by unanimous vote on a motion made by Pete and seconded by Margaret.
- Job Description for Treasure is on the shared drive.
- After discussion and debate, the Board recommended Suzanne Johnson (previously interviewed by the Board) for the position of Treasurer for \$1,000 per quarter for a 10 month term, by majority vote on motion by Pete and seconded by Margaret. Dannielle abstained from the vote. Pete will call the insurance company about the bonding. Treasure position will begin Jan. 1, 2017.
- After discussion and debate, the Board will give all part-time employees 15k of term life insurance and the 3 salaried employees 30K of term life insurance at cost of \$1,208 to the library by unanimous vote, as motioned by Sue and seconded by Pete.
- Rent will be paid monthly until a lease is signed.
- Personnel Transfer: All employees have signed. We need to comply with Civil Service requirements. A copy will be given to Nancy Olsmead and a copy will be kept for our Personnel files.
- We need details about the pension deductions. We have a caseworker from the comptroller, John DeBenitis. Carol has been in contact with him.
- Pete will get a list of all deductions from Laura McCain, TOV Comptroller

Insurance:

- Health care papers are signed and will be paid monthly
- Dental Insurance, per our insurance representative, is a noncontributory plan. It is the same type of plan as was given by the TOV but at no cost to the employee.
- Flexible Spending was offered by declined by all participants.

Broome County Contract:

- After discussion, the Library will enter into an agreement with Broome County for acceptance of 25k by unanimous vote on a motion by Pete and seconded by Sue. Carol will send in a report in June, 2017 outlining the use of the money.

Union Negotiations:

- Christopher Rohde, Union Negotiator, has requested a meeting for after Jan 1, 2017. Dannielle is the official responder.

Collection Development: Discussion deferred to a future meeting.

Strategic Plan:

- Dannielle will investigate using Survey Monkey
- Something will go out on the internet to reach as many people as possible, even those who do not currently use the library.
- We have to include something in the yearly report to show we are working on our Strategic Plan.

Adjournment: Meeting was adjourned at 9:00 p.m. Pete motioned and Sue seconded.

Next Regularly Scheduled Meeting: January 17, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary