

Vestal Public Library Board Meeting

School District Library

February 22, 2017

Attendance:

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

Call to Order:

The meeting was called to order by Dannielle at 6:35 pm.

Approval of Minutes:

Minutes for the December 20, 2016 meeting were reviewed and approved. Motion to approve made by Marianne, seconded by Pete.

Minutes for January 17, 2017 meeting were reviewed and approved. Motion to approve made by Margaret, seconded by Marianne.

Youth Services Librarian Presentation

Lindsey Murphy, Youth Services Librarian shared her programs. She has added many programs since the summer. Some programs are: 0-24 months story times, pre-school story times, winter reading programs, Polar Express Program, STEAM programs, passive programs (scavenger hunts, count the hearts, etc.). People are being turned down because some of the sessions are full.

Lindsey would like to add more STEAM programs. She wants to add a game system for game night and buy a Minecraft system for 10 computers. She wants to add more story time sessions in the summer.

CHARGING FOR PROGRAMS: Some programs are free and some programs have a fee. Adding charges for programs might prohibit some people from being able to participate. Margaret felt that helping those that do not have the money overrides the cost for the library. Right now, the Youth Services Programs are totally funded by the Friends of the Library. The Youth Services base budget was \$0.

After discussion, a separate line item will be created for Youth Services Programming by unanimous vote on a motion by Margaret, seconded by Pete.

After discussion, \$6,000 will be added to the budget for Youth Services Programming by unanimous vote on a motion by Pete, seconded by Marianne.

OTHER FUNDING SOURCES:

- ❖ Cathy suggested calling engineering firms to sponsor 1 STEAM program a month. Their name would be displayed
- ❖ Cathy suggested contacting local service clubs like Rotary.
- ❖ Pete said to consider the grant we received from Broome County. We could connect the money to the additional programs, invite the Broome County executives to visit the programs.
- ❖ Lindsey is working with Lockheed Martin for supplies for STEM programs.

Circulation Report: Most numbers are decreasing. Carol said that the circulation numbers started going down about the time when we stopped getting a ton of new books.

Annual Report: After discussion, the New York State Annual Report as presented was unanimously approved after a motion from Marianne, seconded by Sue.

Steve said that the library is required to report to the community as least once a year. We need to be clear that the fiscal year runs July 1 through June 30.

Policies:

- ❖ To register the library, we need to have specific policies in place. Being registered allows the library to accept public dollars.
- ❖ The Conflict of Interest Policy has already been approved.
- ❖ The Board accepted the Harassment Policy as written and posted on the shared drive by unanimous vote, on a motion by Marianne, seconded by Sue
- ❖ The Board accepted the Internet Policy as written and posted on the shared drive by unanimous vote, on a motion by Sue, seconded by Margaret.
- ❖ The Board accepted the Meeting Room Policy as written and posted on the shared drive by unanimous vote, on a motion by Marianne, seconded Sue.
- ❖ The board accepted the Unattended Child Policy as written and posted on the shared drive by unanimous vote, on a motion by Margaret, seconded by Pete.
- ❖ Dannielle will look into a Disaster Plan Policy.
- ❖ Marianne said that the Open Meeting Policy was already in our by-laws. This policy will be copied and added to the other policies.
- ❖ Cathy will create a Protecting the Confidential of Library Records Policy, and Whistler blower Policy.
- ❖ The Board accepted the by-laws as were already accepted on May, 2016, by unanimous vote on a motion by Pete, seconded by Margaret.

Building Report: (Margaret)

- ❖ There was water damage at main entrance during week of Feb. 12. A large area of the carpet was soaked and stained. Some ceiling tiles dropped to the floor. Buckets remain to catch any residual dripping. Night Shift cleaned the circulation desk. The town was responsive but said they needed to wait until the snow was gone from the roof for further repair.
- ❖ The Town has installed 4 white boards, an additional chalk board (now a total of 2), 2 TV's and a tall metal cabinet into the large meeting room. The purpose is to use the room for emergency situations. The library has been told they can use the white boards and TV's. The library takes no liability for the town's equipment. All of this and what specifically constitutes an "emergency" should be defined in the lease. Margaret mentioned that this leaves no wall space for projection. Pete suggested that we ask the town to add a screen to the room.
- ❖ Book Storage: Carol has given the volunteer who organizes all of the book donations and the book sales until the end of March to resolve the issue with the boxes of books. The volunteer has asked for help in the form of sorting, packing and drivers to transport the books to other locations. Carol has offered additional volunteers. Pete said we should have a "Day of Caring" in the spring and give guidance to exactly what should be done with the books. We will come back to the idea of "A Day of Caring" in March.

- ❖ Books to South Carolina: The sending of books to South Carolina after their flood did not work out. All libraries function independently and Carol could not get any answers about where to send the books. The Board thanked Carol for trying.

Website Designer:

- ❖ After Discussion, the Board hired Wendy Waters to design and teach employees how to expand a Vestal Library website for \$90 by unanimous vote, on a motion by Marianne, seconded by Pete.
- ❖ Discussion points: This money will come out of the reserve fund because it is a onetime fee.

Phone System Contract:

After discussion, the board authorized a contract with All Mode Communications at \$40/mo from Feb. 1, 2017-Jan. 31, 2018 by unanimous vote, on a motion by Marianne and seconded by Pete.

- ❖ Discussion points included paying the fee all at one time to save 2%, this is a remote service/an additional fee will be added if they need to come on-site.

Contract with 4-County:

After discussion, the Board accepted the Automation Contract with 4-county as written by a 4 member vote, abstention from Dannielle, on a motion by Pete, seconded by Marianne.

*Discussion points: the fee of 41,640.71 will be paid at one time. This is an annual fee that will increase 3% every year for the next 3 years. the contract covers the next 3 years and spells out the responsibilities for both the library and the system. Marianne or Pete will sign all business items from 4-County.

Financial Report:

- ❖ The State Comptroller's Office will contact Pete about the tax cap.
- ❖ This year's mandatory increase was NOT in the budget.
- ❖ Cathy will call the school district office to find out what we need to do to get a budget increase on the ballot.
- ❖ Maybe we need to get some information about the budget increase in the *Vestal Town Crier* and ask to get a small blurb in the school newsletter.
- ❖ Pete will research the Family Medical Act to see how that will impact future budgets.
- ❖ Our financial team of Bethany and Suzanne are using QuickBooks.
- ❖ Our Miscellaneous income is down.
- ❖ We earned \$400 in interest income.
- ❖ Monies from Broome County will come in at the end of the quarter.
- ❖ Pete will send Laura McCain from TOV a note to move any residual funds over so we are closed out with the town.
- ❖ The School has given us some money and they will be collecting more money.
- ❖ Pete has asked Bethany to set-up a relationship with all vendors so all bills will come to the Library. All purchases go through Bethany.
- ❖ Suzanne was not able to attend tonight's meeting but she will come when she can to explain the set-up.
- ❖ Marianne suggested we need a line item for video. Pete said we can adjust/reword category headings as we go.
- ❖ WARRANTS: After discussion, Warrants Jan. 1 through Feb 17, 2017 were approved by unanimous vote on a motion by Pete, seconded by Margaret.

Strategic Planning Meeting:

- ❖ The Strategic Planning Meeting is set for March 11 at noon in the Meeting Room.
- ❖ Dannielle will input some surveys into Survey Monkey manually.
- ❖ 18 people are willing to be part of the Strategic Planning Committee.
- ❖ Steve will run the meeting.
- ❖ We need a mission statement, and a vision statement.
- ❖ Steve and Dannielle will get together to present the “nuts and bolts”.

Executive Session: The Board voted unanimously to go into executive session at 8:50 after a motion by Marianne, seconded by Margaret.

At 9:30 the Board voted unanimously to come out of Executive Session after a motion by Margaret, seconded by Marianne

Adjournment: Meeting was adjourned at 9:32 p.m. Pete motioned and Marianne seconded.

Next Regularly Scheduled Meeting: March 21, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary