

Vestal Public Library Board Meeting

July 18, 2017

Attendance:

Library Director: Carol Boyce;

Library Board: Margaret Hadsell, Dannielle Swart, Janine Taft, Marianne Taylor, Pete Ziolkowski; Treasurer: Suzanne Johnson

Call to Order:

The meeting was called to order by Dannielle at 6:36 pm.

Approval of Minutes:

The June 20, 2017 minutes had not as yet been submitted, so approval of minutes could not take place.

Election of 2017-2018 Officers

- ✓ Pete nominates Dannielle for President. Janine seconds. Vote passes unanimously.
- ✓ Pete nominates Marianne for Vice President. Dannielle seconds. Vote passes unanimously.
- ✓ Marianne nominates Pete for Vice President of Finance. Margaret seconds. Vote passes unanimously.
- ✓ Pete nominates Janine for Secretary. Dannielle seconds. Vote passes unanimously.

Treasurer Report:

- ✓ A correction was made on p 3 to Lindsey's name.
- ✓ MIT Tech magazine has been discontinued
- ✓ Baker & Taylor's TS360 (Titlesource) will be revisited next year. Ingram has a similar service that is free.
- ✓ Marianne requests Bethany be instructed to tell us when bills are coming due proactively. Pete will check to see if she can enter a due date into Quickbooks. We need guidelines for Bethany. Board requests to start approving bills before paying them.
- ✓ Carol will ask Baker Taylor if it is possible for us to get a refund for B&T's access to their database for searching for books/availability/pricing, and for downloading records to the 4CLS database.
- ✓ Pete notes the phone is 3 times what we planned to pay, and life insurance is 343%, States the insurance should be less than it is to remain compliant with Union. Needs more attention.
- ✓ Pete says we are going into the second half of the year with half our money left.
- ✓ Pete notes we still need utility costs. Dannielle has been trying unsuccessfully to get NYSEG to provide cost info. Pete will tell Bethany to try to get from TOV. Need to reconcile figures from TOV to find out what we really spend on utilities in order to adjust if necessary.
- ✓ Marianne requests Bethany update the spreadsheet again.
- ✓ Pete reports we are preparing for audit. The audit date is yet to be determined but a target date of 8/31/17 is agreed on, as the audit needs to be filed with the NYS Comptroller by 9/30/17.
- ✓ Discussion of alternatives to a cash card for petty cash for Lindsey to use, Pete reports M&T has a nonprofit credit card that allows the exporting of data such as receipts. Margaret and Janine request we investigate options through local credit unions before making a decision. All agree the cash card is a

viable temporary solution and that we should table further discussion on this until after the audit is done and filed.

- ✓ The Board approved the Treasurer's Report by unanimous vote after a motion from Margaret and seconded by Marianne.

Director/Department Heads Report:

- ✓ Carol says attendance is cyclical and steady.
- ✓ Pete notes the circulation is down from 2014-2015.
- ✓ Carol reports new audiobooks are being processed.
- ✓ Pete and Dannielle request we revisit meeting room policy so it reflects that VPL controls usage, not TOV.
- ✓ Pete notes Janet from the Comptroller's office sent a form from the Retirement System that we need to fill out to determine who is in the NYS ERS. Carol will follow up on this.
- ✓ Pete requested a mid-year discussion with vendors i.e., Paychex.
- ✓ Matt's information requesting a raise was submitted. Board decided to discuss in Executive Session to protect his privacy.

Adult Dept:

- ✓ Carol reports the JCC has inquired about VPL hosting Lyceum. This would be a plus for our adult programs. Carol suggests a film club for adults be started. Dannielle notes Open Mike night begins in November.
- ✓ Board requests that Carol have 3 adult programs scheduled by November.
- ✓ Carol states Books on CD have been ordered.
- ✓ Dannielle and Pete ask about LP and regular books. Carol says she is working on it.

Youth Dept:

- ✓ Touch a Truck Day was a success, with 522 people in attendance. Pictures taken by Janine are on shared drive.
- ✓ 70 more people are signed up now for summer programs than last year's final number.
- ✓ Facebook updates are excellent.
- ✓ Harry Potter day already has 120 signed up.

Union Contract:

- ✓ Union states the contract has been signed. Board requested a hard copy of the contract from Mary Lou Carter, steward.

Personnel

- ✓ Job descriptions will require input from staff. Pete asked where Civil Service fit in. Dannielle will get job descriptions from Jill at Broome County Civil Service.
- ✓ Part time employees and Pages are not Civil Service, Full time employees are Civil Service positions as per CSEA-VPL agreement.
- ✓ Pete notes it is crucial we abide by laws and regulations in hiring practices.
- ✓ Carol is to have her job description to the Board by 7/31/17,
- ✓ Board has an action item to finalize Carol's job description by 7/31/17. Carol will put her duties on shared drive for Board to consider.

Building Report: (Margaret)

- ✓ The last bad rainstorm brought the leak we thought we had fixed back.
- ✓ TOV has been asked again when leaks will be resolved. These are the same old leaks. There is no point in cleaning the carpets until this has been resolved.
- ✓ TOV has fixed the holes in the parking lot.

Lease:

- ✓ Dannielle reports that Ellen went back to Dave Berger at TOV and has received no reply. No progress to report since last time. Negotiations are stalled.
- ✓ Marianne requests we add utilities to lease.

Website/IT (Marianne):

- ✓ Marianne researched Earthlink and found we have to keep it as it is a safety issue. It costs \$30/month. Marianne will research to see if there are other companies who can provide same service for less money.
- ✓ Phone charge is \$480 annually to Allmode. This is the computerized town system phones.
- ✓ Shortell is a monthly charge.
- ✓ Website should be up on the 4CLS server by the end of the week.
- ✓ Marianne is working with Matt.
- ✓ Marianne thanks Matt for all his help.
- ✓ The website needs more but has lots on it now. Matt and Lindsey will give input. Site needs pictures. Margaret says we need to be careful about getting releases for photos, says the Museum ran into problems with this in the past.
- ✓ Facebook is now public.
- ✓ The Board unanimously approved to pay Wendy Tipton Waters the balance of her fee- \$425.00- on the launch of the website after a motion from Marianne and seconded by Janine.

Other: No other business.

Period for Public Expression:

- ✓ Donna stated the staff's emphatic support for Matt and his request for a raise. States he is not getting paid what he should be. Staff believes he did not get his 2% raise.
- ✓ Pete reminds her we have to be careful of the legalities such as Civil Service law and privacy.
- ✓ Employees are paid per the agreement between VPL and CSEA. Mistake that was made was misinformation that was given to Matt.
- ✓ Marilyn requests better communication.
- ✓ Mary Lou states if the Board promises something they must deliver; asks who has final decision
- ✓ Marianne informs the staff that financial decisions are the responsibility of the Board.
- ✓ Pete explained that Carol is the Director and we (the Board) hold her responsible for operations. She handles HR issues. We oversee Carol. The other avenue employees may take is to go through the Union.
- ✓ Matt states he was told he would be paid \$15/hour when he took the job.

✓ Pete and Janine said that specific personnel issues should not be discussed in public forum.

Executive Session: The Board voted unanimously to go into Executive Session at 9:00 pm after a motion made by Marianne and seconded by Margaret.

At 9:55 pm, the Board voted unanimously to adjourn Executive Session and the Board meeting after a motion made by Dannielle and seconded by Pete.

Adjournment: Meeting was adjourned at 9:55 pm. Marianne motioned and Margaret seconded.

Next Regularly Scheduled Meeting: August 15, 6:30 p.m.

Respectfully submitted,

Janine Taft, Secretary