

Vestal Public Library Board Meeting

June 20, 2017

Attendance:

Library Director: Carol Boyce; Library Board: Sue Nunes, Margaret Hadsell, Dannielle Swart, Marianne Taylor, Pete Ziolkowski; Treasurer: Suzanne Johnson; Guest: Cathy Schaewe

Call to Order:

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

Executive Session: The Board voted unanimously to go into Executive Session after a motion made by Pete and seconded by Marianne.

At 6:55, the Board voted unanimously to adjourn Executive Session after a motion made by Pete and seconded by Sue.

Approval of Minutes:

The May 16, 2017 minutes were reviewed and approved by unanimous vote from a motion made by Marianne and seconded by Margaret.

Carol will check to see if the corrections were made to the Collection Development Policy.

Activity Report-Library Monthly Usage Report:

- ✓ Carol added data on new library cards given.
- ✓ Cathy suggested making a building calendar that lists when everything needs to be sent out. An "Operational Calendar" and a "Finance Calendar". Pete plans to buy a calendar to put in the Business Office that will track the milestones that the Town of Vestal (TOV) used to do for the Library.

Union Contract:

- ✓ Dannielle reported that Ellen, our library lawyer, was not sure why the word "tentative" was included in the contract with the employees voted. Ellen said we should ratify the contract.
- ✓ The Board voted unanimously to ratify the Union Contract with the Library employees after a motion made by Pete and seconded by Marianne.
- ✓ Pete said the raise and back pay will be in the next pay period so that it will come out of the 2016-2017 fiscal year. It will be a special payroll.

Building Report: (Margaret)

- ✓ The last 2 storms made a tiny drip in the front of the building. This was reported to Mark Johnson.
- ✓ Carol received a letter from Laura McCain about our insurance. The book storage is still a concern. Carol will show the letter to Jim Love who does all organizing for the books.
- ✓ Pete suggested that The Friends store the books at an alternate location.
- ✓ Margaret suggested we set up a date and bring in people to deliver these boxes. We pick a day and then everyone will come with as many vehicles as we can to distribute the books.
- ✓ Dannielle will contact the Rotary to set up delivering books overseas to those in need.

- ✓ Carol will tell Jim that we have a July 1 deadline. Carol will also verify where all the books are going.
- ✓ PHASE I: July 22; Book Sale on Aug 5. Phase II, Aug 19
- ✓ Clean up day was excellent; Marianne will send a thank you care to Lorie Woughter from the First United Methodist Church. In the lease, the TOV will take care of planting.

Lease: Dannielle will contact Ellen to finalize the lease with the TOV

Website/IT (Marianne):

- ✓ The design is completed. Marianne is currently managing the pages. She will eventually teach Lindsey and Matt how to manage the site. Matt will probably be posting most of the updates.
- ✓ Marianne requests to take pictures with the employees.
- ✓ The Board encourages Carol to have a space on the site. The goal of the site is to create a good communication tool with the public.
- ✓ Carol will get a list of printers to Marianne as well as an annual report.

Treasurer Report:

- ✓ Earthlink is an emergency line for the TOV. Marianne suggests that we ask the town to incur this total cost. The Board voted to accept Marianne's suggestion after a motion by Pete and seconded by Margaret.
- ✓ Marianne called the TOV to ask if we can get our heat bills directly. The TOV has not gotten back to her yet.
- ✓ BANK FEES: We have some restrictions on our savings account before we get a bank charge. Now that we have some history, we can be more prepared for next year.
- ✓ The Friends are giving the Library \$1,500.
- ✓ We need to add "Large Print" books and CD (audio books) to the budget line.
- ✓ The Board approved the Treasurer's Report by unanimous vote after a motion from Pete and seconded by Marianne.

2017-2018 Budget

- ✓ Pete submitted a proposed 2017-2018 Budget
- ✓ NY State Comptroller's Office has asked for our official audit
- ✓ Health Insurance came back with 82% increase. Pete will look at other bundles
- ✓ The Year-End Audit was sent out to 7 accounting firms with only one response. Because we are a government entity, there are special "hoops" to go through that drive up the cost.
- ✓ Incero came back with a bid of 7,000 full auditing and filling out forms and 5,500 for auditing and we fill out forms. After discussion, the Board unanimously approved hiring Incero for the full audit of 7,000 after a motion by Pete and seconded by Marianne.
- ✓ Margaret said that the cleaning needs to be increased from 10,000 to 12,000 to include the cost of carpet cleaning.
- ✓ The Board unanimously approved the tentative 2017-2018 Budget after a motion from Pete and seconded by Margaret.

Director's Report:

- ✓ A patron needed to be removed from the library for threatening 2 other patrons. Police were not called. Patron needs to have an interview with Carol before allowed back into the library. Next time, the police must be called.
- ✓ There is currently a mini silent auction in the library. All proceeds to support the Library.
- ✓ A patron wants a book to be sent to her home by Fed Ex. Pete said to send an official letter letting her know that the Library does not have the resources for FedEx or UPS.
- ✓ A Meet-n-Greet will be held on June 28 at noon for the employees and the Board. Carol will get some of the employees' questions to us by the end of the week.

Strategic Plann:

- ✓ There are 2 parts to the Strategic Plan. One part just has the bullet points and the 2nd part has a more detailed plan
- ✓ Dannielle said that the Strategic Plan requires community input.
- ✓ Dannielle said that part of the plan is to get more community input and to do more outreach. Margaret will add this as #10. The completed plan needs to be sent to Albany.
- ✓ The Board voted unanimously to accept the draft of the Strategic Plan with the discussed updated after a motion was made by Sue and seconded by Marianne.

Other: Dannielle gave Sue a certificate for her service to the Library as this is Sue's last meeting as a Library Board Member.

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

Next Regularly Scheduled Meeting: July 18, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary