

# **Vestal Public Library Board Meeting**

## **School District Library**

**October 25, 2016**

### **Attendance:**

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaewe, Robin Oggins. Library Director: Carol Boyce. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor.

### **Call to Order:**

The meeting was called to order by Dannielle at 7:30 pm.

### **Approval of Minutes:**

Minutes for the August September 20, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Pete.

### **Charter:**

- Ellen Bach said this afternoon that we received a letter to approve our Provisional Charter. The official letter will be coming soon. In order to accommodate the dissolution of the Previous Library Board, we are moving our meeting.
- Paper work for the dissolution will go to the Board of Regents for their Feb meeting.
- Library assets will be transferred at our November Baord meeting.
- Pete: retirement bill must be paid in advance and must be paid in Dec. Carol got the name of a person to talk to about the Retirement System.

### **Benefits:**

- Cathy: Health care comparison was sent to Pete. Pete will talk with Doug. This is the next immediate project that we need to attend to. The spread sheet from Doug is on our shared drive under Health care.
- Per the Union agreement, the employee must pay 20% of the insurance premium. We will look into this.
- Cathy suggested contact the CSE rep, and tell them that the prices are looking very steep and ask if they have a problem with us talking with Matt directly. Dannielle volunteered to talk to the CSE rep. Carol will send the name of the new CSE rep to Dannielle.
- ACTION: Pete will contact Doug. If we go to the market place, they would not include insurance for vision care.
- Marianne asked if the premiums were comparable. Pete has some information. It is in the \$700 range but that was for 2 employees. This is comparable to what the town sent us.
- Health care needs to be in place by Jan 1. We need to know what we are doing next month to get it set-up on time.

### **Funding:**

- Carol: The County sent her a letter and she must attend a meeting. It appears that the County has some money for the library in their funding. She will be attending the meeting next Tuesday. Dannielle will accompany her. Carol will get the time of the meeting to Dannielle and Gordon. 69k was given to the library last year.

### **Technology Update (Marianne):**

- Handed out a spread sheet for the costs. We do not know what the Window 7 upgrade will cost. Cathy noticed that the tax was included and we do not have to pay tax.
- Maintenance is for the Deep Freeze software for the public computers. Purchasing 3-years instead of 1-year for cost and upgrade benefits.
- Dannielle asked if there is a NY state vendor price. How to do it? Sherry Gorman does all the purchasing. Marianne will contact 4-County to ask for help.
- 4 County wants to take one of the public computers back to 4-County to see if they can reimage it. We are waiting for permission from the TOV to do this. Then this will be de-coupled from the TOV.
- Marianne wants to get the computer purchases and transition taken care of ASAP.
- **MOTION:** Proceed with the purchase of the IT as outlined on the given list not to exceed 9,000. Motion made by Pete and seconded by Marianne.
- Margaret asked what are we going to do with the website? She knows of a person who designs websites. It needs to be in Word Press. Margaret will inquire, otherwise Marianne will do it.

### **Lease:**

- Ellen Bach sent a reply to the list of items we said what we wanted to repair. The town repaired only 5 items. The big items were put on the "will be done" because there is nothing in their budget.
- Blistering/peeling paint. TOV said that is because we hang things on the wall.
- Bob Jones, our maintenance person and former Home Inspector, will be taking pictures for proof of what things look like when we sign the lease.
- TOV wants the library to take over and have maintenance agreements to keep up all of the systems running (plumbing, heating, AC).
- Ellen says, keep in mind the 30k/year lease is below market rate for 22k square feet. The town understands the need for the 10 year lease but we are not sure TOV will accept.
- TOV is attempting to purchase the land next door (between the museum and route 26). Does the TOV want to use this building for the Town Hall? It might be 5 years before the town moves on this.
- Cathy felt we need to get the best deal we can and start looking. Suggestions? The top floor of the District offices? Schools? Any schools closing? Sue said there is no current discussion about any school closing.
- What Cathy took away from her discussion with Ellen, is that Ellen will push the issues about the things that the TOV already said they would do.

### **Maintenance (Margaret):**

- RFPs were sent to five companies. Of those five, Night Shift is the only one who has set up a walk through (companies were supposed to contact Carol before Oct 28 to set this up).

- Carol said we have had them before and they were very good for 1 month. Carol left a message with Night Shift to set-up the meeting.

### **Library Face Lift (Margaret):**

- There have been no cosmetic changes to this building since we became a School District Library. We cannot ask for more money unless we make some kind of inside changes.
- Get the things we are looking for, and the prices, and Ramona (Grant writer) will go out and look for money to pay for these items.
- Ideas were: padded chairs, 5 gallons of paint with primer, new carpet in the main part of the building. Ramona said not owning the building should not hamper us.
- Entryway is cluttered. We need to brighten it. Carol said that Lindsey, Youth Librarian, is looking into this.
- Other ideas: Get someone to do a mural, clean up all the small notes and tape marks, too much “stuff” is plastered all over the windows, maybe get a bright poster that displays just one or two important activities or announcements.
- Marianne’s idea: Start with a TV that cycles through all announcements. Marianne will look into this. It could be some sort of Power Point system should be easy to load.
- Margaret will ask her husband to design a new circulation desk and get a quote.

### **Donations:**

- Books will be sent to North Carolina. Carol and Margaret will talk to the moving companies and ask if they will put it on a load that is already going down there. If they want to charge, then maybe we can get other libraries involved and share the cost. Carol has been trying to contact the NC library association. Dannielle said that the Rotary is sending books to schools in Africa.

### **Finance (Pete):**

- Pool insurance of Albany NY put in a bid. It was \$800 more than the Partners bid.
- The bid from Partners came in at the lowest price with comparable coverage.
- MOTION: Pete motioned to accept Partner’s insurance. Marianne seconded. There was not further discussion and the vote was unanimous in favor.
- Workman’s comp and disability was packaged with Partners. Right now, we keep these with Partners for easy of billing.
- Pete suggested we re-bid next year after we have had more experience.
- Pete will notify the companies and plan out the next step in the business deal after we set up the bank accounts. Jan 1 start up for our insurance.
- Payroll: We had 2 bids. The companies gave somewhat comparable services and Paychex was almost half the cost. We will take their basic package. We can add things on later if needed.
- MOTION: Pete motioned for Paychex to take over our payroll. Margaret seconded.
- Discussion: Are the people attending any library programs called students? NO; An unanswered question is will the computers be covered if for some reason they all “fry”.
- VOTE: The vote was unanimously in favor.
- Banking: As soon as we get our charter letter, we need to discuss opening up the bank account and move the funds when available. The bank needs a letter to say we are incorporated.
- Cathy will talk to Ellen to send us the confirmation letter as soon as possible.
- M&T is our bank of choice. We get checking and savings with minimal interest rate.
- QuickBooks was ordered today (we need 2 copies).

- We still need to sit down and spell out our procedures for ordering, payment
- “Contracts and professionals services” line on the budget. Both the payment for the janitorial services and the lawyer come out of this line.
- 26k left in fund balance
- Treasurer: Frank Sisisky is our rep for the state comptroller. Carol will go back and look at his e-mails. He is currently figuring out what our tax cap will be.
- DISCUSSION: Should we just pay 4K—1K per quarter for a yearly contract (no insurance). Dannielle will take to BOCES about getting a treasurer. We will start looking to fill this position.

### **Library Calendar:**

- Holidays: the library will be open on “eves” from 9-12
- The library will be closed on Jan. 2, 2017
- It was decided that the Director of the Library can make the decision to whether or not the roads are safe or unsafe for the staff both in closing the library for the day and in closing early.
- This information needs to go on the web site immediately. Marianne can do it from home early in the morning.
- A staff phone tree will alert the staff.
- Carol: changing the information on the library phone has never worked on the past.
- Carol get the closing on the crawl on WBNG TV and other news media.

### **Adjournment**

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

### **Next Meeting**

November 22, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary