

**Vestal Public Library**  
**Board of Trustees meeting - December 18, 2018**

Present:

Shoba Agneshwar

Fred Brooks

Joe Herringshaw

Emma Nimmons-Green - Absent

Kerrie Fisher

Dannielle Swart

Janine Taft

Marianne Taylor

Peter Ziolkowski

Library Director: Carol Boyce

Treasurer: Suzanne Johnson

Library Staff present: Becky Pineau

Call to order at 6:32pm by DS. The November Board meeting minutes was approved by a motion made by MT and seconded by KF. Motion carried.

**Public Commentary:** none

**Director's Report**

**Staff:** Anna would like to replace a page and CB wants to replace a page. (Pages are not part of the collective bargaining unit). After discussion of various options and the best use of effectively using existing staff, it was decided that the approval would be granted as follows:

- MT made a motion (which was seconded by JH) to approve the hiring of two replacement positions which could be a combination of clerk and/or page. Motion approved.
- MT made a motion (which was seconded by JT) to formally approve hiring Melanie Niermeyer as the Business Clerk for the VPL effective 12/14/2018. Motion approved.
- Note\* Although this position is an at-will position, it will be covered and treated under the same directives as the CSEA bargaining unit.

**Statistics:** November circulation numbers continue to decline but the closure for a snow day as well as Thanksgiving might have had an impact. These circulation statistics are collected as per NYS requirements.

**Program:**

- Adult: Debbie S. has booked the Humane Society in January; Office of the Aging in February; Meditation expert in March.
- Any program centered around laptop-availability can be pursued as the laptops are readily available (for free) through the 4CLS.
- At the Governing Council meeting, the idea of automatic renewal was discussed but CB was initially against it for VPL. After discussion, it was decided that VPL should "opt-in" to participate in the automatic book renewal.
- The museum and park passes have not been pursued by CB because she does not have a VPL issued credit card.
- CB needs to re-send the updated bylaws to Sharon by the end of this week so the registration documents/process can be completed.
- CB does NOT want a work-at-home policy for the VPL.
- There will be a discussion in January regarding the operational status and relationship between the VPL and the Friends. A Guide to Working with the Friends Groups was passed out to review for the January meeting.
- CB will contact Brian Lee to set a 4CLS website that can be monitored and updated by Debbie S.

**Treasurer's Report:**

- PZ presented the Treasurer's report and the budget performance. JH made a motion and was seconded by MT to accept the Treasurer's report and the warrants as presented. Motion carried.

**Finance:**

- CB needs to watch the facility operating expenses and periodicals expenses.
- The vacation buy back period has elapsed leaving a balance of \$250 in the account.
- Credit Card discussion: the pros/cons of having a VPL credit card was discussed and debated. PZ made a motion (which was seconded by FB) that the VPL apply for two credit cards from M&T Bank with a \$500 limit for each card. Ayes-5 Nays-3; motion passed. The Business office will get the monthly bill to reconcile and process.
- A policy to cover bounced checks was discussed. MT made a motion (which was seconded by JT) to create a policy that covers who is eligible to write a check to the VPL and any subsequent fees associated with returned checks. Only 4CLS card holders can write checks. Any returned check will be assessed a fee of **\$25.00**.
- We have received confirmation that the VCSD is moving our 2019 tax money today.
- In January, we will need to determine the level of increase (if any) of our budget based on the tax-cap percentage.

**Operations/Building:**

- SA reported that TOV Engineer Vern Myers and two staff engineers provided a floor-plan drawing for a potential shelf-move. This was sent to Rogers Service Group for an estimate. The initial estimate was too high and Rogers was asked to re-submit a lower estimate. SA will keep the board informed of any progress.
- DS reminded the board that there will be 5 open positions on the board next year. (JH will be resigning)

**Personnel:**

- At 8:45pm, JT made a motion (which was seconded by KF) to go into executive session to discuss a matter of particular personnel.
- The trustees returned to open session at 9:10. MT made a motion (which was seconded by PZ) to adjourn the meeting at 9:11pm. Motion carried.

The next Trustee meeting will be on January 15<sup>th</sup>, 2019 at 6:30pm.