

Vestal Public Library
Board of Trustees meeting - November 27, 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: Anna Lake, Becky Pineau, Laura Farrell
Michelle Knight

Community Member: Jim Love

Call to order at 6:34pm by DS. The October Board meeting minutes was approved by a motion made by MT and seconded by JT. Motion carried.

Friends of VPL presentation: Jim Holley and Jim Love gave an overview of the purpose and activities of the Friends of VPL. Total used book sales figures were distributed which detailed the income realized from quarterly book sales. The information detailed the various tasks involved with the book sales. JH informed the board that the back room will be cleaned out by the end of December and they will look through the entire Periodical collection and will have the boxes removed.

- PZ asked if there was a process that was followed in determining which donated books are kept and which are not accepted/un-saleable? JL explained that after 30+ years of doing this, there is no definitive "process" and most of it is determined by his intuitive knowledge of what books have sold in the past and the seasonality of the donated books.
- JT proposed the idea of a Book Barn (similar to the Apalachin Library) which would be a stand-alone building and could be operated independently by the Friends. JH will follow up with the Apalachin facility.

PZ, JT and JH all thanked the Friends for their generosity and their continued support to the VPL. They were also thanked for the \$15,000 contribution towards the new computers.

On a motion made by JT and seconded by MT, the Trustees moved into Executive Session at 7:10pm to discuss a matter of particular personnel. The Trustees returned to open session at 8:00pm.

Director's Report

Staff: We have three strong prospects for the Business Office Manager position. Two interviews are set for this week; one has yet to be scheduled.

Statistics: The circulation and other statistics continue to show a downward trend in usage .

Program:

- Adult: Movie times are being publicized and attendance seems to be growing. Debbie S. has taken over the book club and is working on other programming. CB presented a proposal to purchase laptops to provide instruction for all age groups on how to use technology effectively. A few suggestions were made: some older adults have difficulty using the touch-pad, so a mouse would be needed; pursuing grants through the Community Foundation; getting quotes from 4CLS for the laptops.
- Youth: the numbers are increasing in all the programming; Harry Potter Ball is scheduled for Jan. 12th from 6-9 pm; can accommodate 120 kids and will feature live animals from Ross Park Zoo; DJ; free drinks/food etc. ; Winter reading program kicked off Monday.
- CB reported that the installation of the new computers were completed last Friday and this Monday.
- DS reported that the proper place to contact for service on the new computers is Automation@4cls.org and/or the emergency line for that department, since the purchase includes a service agreement on all those items.
- Open mike will start in Jan 2019 (once a month-every 2nd Tuesday)
- JH gave CB Laura Lamash's name/number regarding using students to draw what the old library looked like. CB to contact Dr. Lamash.

Suggestion box:

- Susan McGowan thanked CB for her kindness in opening up the VPL to an individual who had forgotten his keys
- TOV should turn on lights in the parking lot at night especially with the Winter season upon us
- Someone wanted to see the stuffed animals and the loft area back again

Treasurer's Report:

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

Finance: The NYS minimum wage increase law and its implications were discussed. We are currently in the 2nd phase of that increase. On Jan 1st, 2019 we will implement a 2.2% contractual increase which will be based on the new step increases. Longevity payments have no bearing on salary and are added on as a one-time bonus payment.

- Anyone making below \$11.10 will be getting a \$0.70 cent increase. PZ made a motion that was seconded by MT, that necessary funds be moved from the minimum wage increase budget line to the part-time pay budget line. Motion carried
- JH made a motion which was seconded by JT, that an increase be made to any salary that does not receive the mandatory minimum wage. This amount shall be increased to \$0.05 cents above the highest minimum wage salary amount. Motion carried.
- PZ made a motion that was seconded by JH, that the implementation date for the minimum wage increase will go into effect on December 31, 2018. Motion carried.

Banking changes were reviewed. We now have a M&T tailored business checking and have opened a Business Money Market account at Citizen's Bank at 1% APR and will move \$70,000 into that account (for a total investment of \$100,000).

The pros/cons of having library credit card(s) were discussed by several trustees with the understanding that a business procedure would need to be implemented so that any possibility of fraud and misuse would be mitigated. PZ will look into obtaining a bank credit card and will report back in December.

Strategic Plan:

- CB was asked to consider if a "work at home" policy was needed or necessary. If it is, CB was asked to provide the Trustees with a draft of such a policy for review.
- DS reported that Sharon Phillips has not yet provided the necessary information needed to complete the VPL registration process.

Operations/Building:

- SA reported that JH, KF, MT and SA met on Nov. 4th to address building and operational concerns. Two members of the Library staff were also present.
- SA reported that Rogers Service Group will be coming to the VPL on Friday Nov. 30th at 10:00am to view the logistics around moving existing shelving from a 45° angle to a straight line so that the Youth services department can expand their footprint.
- Other trustees suggested that Anna Lake and CB investigate some pricing on desks; shelving and what purchases and expenditures would be necessary for the Youth Department re-fresh.

Personnel:

- CB was asked to provide her self-evaluation to the Personnel Committee by December 5th.

Public Comment: a note of caution was made by a library employee regarding the Book Barn. Any unmonitored, open structure close to the high school might bring about unwanted occurrences.

On a motion made by PZ, and seconded by JH, the Board Meeting was adjourned at 9:22pm. The next Trustee meeting will be on December 18th at 6:30pm.