

**Vestal Public Library**  
**Board of Trustees meeting - October 16, 2018**

Present:

Shoba Agneshwar

Fred Brooks

Joe Herringshaw

Emma Nimmons-Green - Absent

Kerrie Fisher

Dannielle Swart

Janine Taft

Marianne Taylor

Peter Ziolkowski - Absent

Library Director: Carol Boyce

Treasurer: Suzanne Johnson

Call to order at 6:31pm by DS. The September Board meeting minutes was approved by a motion made by JT and seconded by JH. Motion carried.

**Four County Library System (4CLS):** DS introduced the Executive Director of the 4CLS, Steven Bachman to the meeting. Steve spoke about the cooperative programs and services that help local communities take advantage of economies of scale. 4CLS serves 42-member libraries and is governed by a nine person BOT and is funded primarily (approximately 70%) by NYS. He spoke about:

- the various Technology components (ILS; online catalog; bandwidth; network & computer support; website hosting; E-books; electronic resources; cataloging and processing)
- their inter-library delivery program
- their consulting services (Library mgmt; Youth services; Education Law; Advocacy; Ballot Initiatives; Collection development; Construction Aid; Continuing Education; Professional Development; Policies)
- other outreach services to rural and unserved populations (nursing homes)

Other questions he answered:

- Automation fees are determined by the collection size and the circulation size of each library
- There is a base fee of \$1,000; the original fees were set back in 2012 and will need to be addressed in the future
- Senator Akshar and Assemblywoman Lupardo are big advocates of the Library
- The NYS map that shows the deficient areas where there are no libraries can be accessed online
- We look to put the book mobile in areas that it continues to thrive
- We try to collaborate with school districts where we can
- We try to align the 4CLS services to the goals of the member libraries
- At the County level only Chenango does not pay into the 4CLS (Delaware is at \$27,000; Otsego is at \$7,000; Broome is at \$9,000)
- Day of Learning will be on October 29<sup>th</sup>. There will be speakers from ACCORD regarding conflict resolution for staff. Other topics will be building community connections and collection development. As of now, CB, AL, and DS are planning on attending.
- Steve spoke of a potential trustee training in Jan 2019

**Director's Report**

**Staff:** CB concluded interviews today. CB gave an update of the candidates and the process used to recruit for the Reference Librarian position. CB made a motion to provisionally hire Debbie Spanfelner as the Reference Librarian effective November 6<sup>th</sup>, 2018 at a salary of \$35,469. The final offer will be contingent on approval from Broome County Personnel Dep't. JH seconded the motion; motion carried. It was suggested that CB speak with Donna as to shifting the work hours of the vacated part-time position to current existing staff as they might want to increase their part-time hours.

**Statistics:**

- There was concern that the Library monthly circulation usage report showed an overall declining status.
- DS suggested that all the Trustees brainstorm about ideas that could ignite fresh programming and vary the offerings. JH suggested using the town 's established summer Rec program to coordinate some of these new programming ideas. JH also suggested tapping into the students to create a logo or a mascot for the library to encourage youth participation in VPL.

**Program:**

- The trustees walked into the storage areas and determined that weeding out these rooms of old material is indeed a priority. To that end, JH made a motion for DS and CB to speak to Jim Holley (FOL) to see if they would want to take possession of those material and try to sell them. JT seconded the motion; motion carried. DS and CB will speak to JH on October 23<sup>rd</sup>.

**Suggestion box:**

- Current monthly minutes need to be put up on the employee bulletin board
- Ceiling tiles (whose responsibility are they? Town or library?)
- Compliment for Matthew (previous employee) about his helpfulness and about how he was an asset to VPL

**Treasurer's Report:**

- SJ presented the Treasurer's report and suggested that we have a policy in place for returned checks (NSF). FB suggested that we have a procedure in place that gets a patrons' driver's license and a phone number written on the check. After discussion, it was decided that SJ will reach out to PZ to see how to move forward on this.
- MT made a motion to accept the warrants; and JT seconded the motion; motion carried.

**Finance:**

- A few board members met last week to discuss the various banking options. Pursuant to that meeting, the following motion was made by MT and seconded by JH:  
Change the checking account from M&T business checking to tailored business checking  
Open a Business Money Market account at Citizen's Bank at 1% APR and move \$100,000 into that account. Initial movement will be \$25,000 to open the account and \$75,000 when the library receives the 2019 tax payment.  
Motion carried.

**Technology:**

- DS reported that the tech refresh order was processed correctly and the payment was then properly processed.
- MT asked what will be done with the excess funds from the tech refresh and suggested that any excess be combined with the library re-refresh funds to address some key items in the library?
- DS reported that the refresh project was cancelled that therefore the money allotted towards that project will now not be expended.
- A suggestion was made to reconvene the Re-refresh committee. SA will reach out to the staff to see if they are available on Nov. 4<sup>th</sup>; 11<sup>th</sup>; or 18<sup>th</sup> (in that order) to start having a conversation to address building concerns and how best move forward. Staff input will be critical from the beginning to ensure that the VPL's needs and the community's needs are being met.

**Personnel:**

- JT reported that the director evaluation survey process has gotten some good feedback.

On a motion made by FB, seconded by MT, the Board Meeting was adjourned at 8:42pm.