

Vestal Public Library
Board of Trustees Meeting - February 19, 2019

Present:

Shoba Agneshwar
Fred Brooks
Joe Herringshaw
Kerrie Fisher
Dannielle Swart
Janine Taft
Marianne Taylor
Peter Ziolkowski

Library Director: Carol Boyce
Treasurer: Suzanne Johnson

Library Staff present: Becky Pineau, Anna Lake

Call to order at 6:35pm by DS. MT made a motion to accept the January 2019 Board meeting minutes, which was seconded by KF. Motion carried.

Board President: DS notified the Board that Joe Herringshaw has submitted his letter of resignation from the VPL Board effective April 30, 2019.

Library Refresh Project: Anna reported that after doing a significant amount of research and speaking to staff regarding the feasibility of the shelf-move to accommodate a larger Youth dep't, her recommendation to the Board is to:

- Meet with a designer from Creative Library Concepts (Thursday at 1:00pm)
- Ask assistance with design and flow suggestions
- Ask about furniture and help with ordering/procuring
- Ask about design fees
- Get a more unified re-fresh project throughout the Library

To that end, PZ made a motion for the YS Dep't to obtain a proposal from Creative Library Concepts for the refresh project at an amount of not to exceed \$35,000. JH seconded the motion. Motion passed
Further discussion of using \$5,000 (from the \$35,000) towards any associated moving costs was had. These costs would be for the use of the BU Rowing Team (\$15 per hour/per student) and/or getting a handy-man to remove any excess shelving. It was also decided that the diagonal layout of the Adult Dep't would not be changed. Excess shelving would be removed to accommodate the newly enlarged YSD. As the April 2019 time line cannot be met successfully, it was agreed that a more realistic time frame would be to do a September 2019 refresh.
MT asked if the two circulation desks (Adult and YS) could be combined into one? And a smaller reference desk could instead be located in the YSD? All board members liked to pursue this idea and AL was asked to inquire about this design feature when meeting with CLC as well.

Director's Report

Staff: none

Statistics: The January circulation numbers were distributed.

Program:

- Annual Report: CB passed out hard copies of the annual report. JT made a motion which was seconded by PZ to accept and submit the report. Motion carried. However, upon further inspection, there were multiple errors that needed to be corrected. A second motion was made by FB to amend the previous motion and to submit the corrected annual report. JH seconded the motion; motion passed.
- Friends: A copy of a draft version of an MOU between VPL and the Friends of VPL was distributed. After discussion, it was decided that DS and CB would meet with Jim Holley to get his feedback/input on having such a document. This MOU will be tabled until the March meeting.
- Storage Room Status: CB recognized Becky for the outstanding work that she has done towards weeding the magazines, deactivating the barcodes and organizing the storage room. This continues to be a work in progress for VPL. Several board members continued to impress upon the Director on the importance of cleaning out all the back storage rooms so that they can be useable space.

- CB mentioned that a representative from Hoopla will be at the next governing meeting in May and this might be a possibility for VPL in the future. Hoopla Digital is a web and mobile platform that provides a wide range of digital content and allows library patrons to download or stream media content free of charge. But there is a fee to the Libraries.

Treasurer's Report:

- PZ 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:

- After reviewing the state website, PZ realized that we can add an additional \$522 to the original budget number presented in January and still remain under the tax cap. PZ made the motion to increase the original 2019-2020 annual budget of \$741,293 by \$520 to \$741,815. JT seconded the motion; motion carried.
- The independent audit completed by Incero was presented. Hard copies are available in the business office. It was noted that there were no "assets" listed. Several board members asked that the VPL start a project to categorize all capital/tangible assets as well as intangible assets. VPL should be able to document the value of its assets to the State Comptroller's office. JH also noted a payment from TOV of \$18,000. PZ will have to follow-up with the appropriate individuals to see why this was listed in the VPL audit. PZ made a motion to accept the independent audit as presented. MT seconded the motion; motion carried.
- Credit Card status: We are set up with M&T for 2 credit cards (1 for the Director and 1 for the Youth Dep't). A copy of the credit card policy was distributed and discussed. PZ made a motion to accept VPL (Bus)-006 The use of Library Credit Card policy. FB seconded the motion; motion carried.
- A business form to document all grants and donations was presented. PZ made a motion to accept the Fred Akshar Library Grant in the amount of \$3,000 for YSD. JH seconded the motion; motion passed.
- PZ made a motion to create a separate budget line to account for this \$3,000 grant money. MT seconded the motion; motion carried.

Technology:

- Brian Lee of 4CLS has created a new VPL website. It is still a work in progress.

New Business:

- SA reported meeting with Mark Mushalla from the Rail Trail to do a dog-walk on May 18th (which is the weekend before the budget vote) from 10:30 TO 11:30am. This is intended for building awareness of the VPL and is not a fundraiser. Dogs would get a goody bag; prizes would be solicited through local business with a raffle drawing at the event. We would provide water. DS asked about having live music. This is still a work in progress but the Board gave approval to proceed with this event.
- DS reported that Library Advocacy Day is Wednesday, February 27th. She will send a link that will enable us to provide feedback to our elected representatives.
- As we do not have a formal Volunteer Policy, JT was asked to draft a bullet-point list of criteria that VPL should be applying to all volunteers.
- CB reported that VPL has hired 1 Page and 1 Library Clerk.

Personnel:

- MT made a motion to accept the director board expectations as published on Jan 29, 2019 for 2019 Director 6-month and 1 year evaluation. JH seconded the motion; motion passed.
- KF will work on re-vamping a checklist document that delineates the Board's work flow and a timeline of when events need to be completed.

MT made a motion (which was seconded by JH) to go into executive session to discuss a matter of particular personnel. The trustees returned to open session at 9:30pm. MT made a motion (which was seconded by JT) to adjourn the meeting at 9:30pm. Motion carried.

The next Trustee meeting will be on March 19th, 2019 at 6:30pm.