

Vestal Public Library Board Meeting

School District Library

July 19, 2016

Attendance:

TOV Library Board Members: Gordon Allen, Susan Hoyt, Library Director: Carol Boyce, School District Library Board Members: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Marianne Taylor

Call to Order:

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

Minutes for the May 17 Meeting:

Motion to approve minutes for the May 23, 2016 and June 21, 2016 as published made by Pete, seconded by Margaret.

Treasurer for New Charter:

The Board discussed adding responsibilities to a current library employee. We could not pay above 9,999/year for this civil service position.

- ✓ Pete asked Carol to assess what responsibilities this employee currently has.
- ✓ Marianne suggested that some current responsibilities be given to another employee. Could we augment with volunteers?
- ✓ This position cannot go over 19 hrs/week.
- ✓ Pete said we could aim for 16-19 hrs/week for this position and adapt when we can.
- ✓ Salaried employees may affect budget.

Annual Report:

- ✓ Marianne asked Carol about the 2015 Annual Report to put on the current website.
- ✓ Carol stated that all of the data was done, but the director's letter was not completed.
- ✓ Carol will give the spreadsheet of the numbers to Marianne so 2015 numbers can be put up on the website and the Director's letter will be put up later.
- ✓ The report was due a few months ago. Carol reported that she will get it out soon.
- ✓ There is another annual report due to the state in February, 2017.

Draft Lease:

- ✓ Cathy Schaewe, TOV Library Board President and Ellen M. Bach, Eq. of Whiteman Osterman & Hannah LLP are handling the lease with the town.

- ✓ There was a concern about being allowed to have cooking classes in the library due to a new law. The law was put into place to prevent charity vendors from using the parking lot.
- ✓ Carol said that Cathy is looking into this concern.
- ✓ Carol mentioned that Vern from TOV is looking into a grant to redo the parking lot.
- ✓ Marianne mentioned that the lease does say, "Joint use of the parking lot."

Finance and Budget:

- ✓ Pete said that we need to have the amounts and line items as crisp as possible.
- ✓ It was agreed that if we need to change money from 1 category to another, it must be voted upon at a Board Meeting.
- ✓ Our fiscal year began July 1, 2016 but Jan. 1, 2017 is when our budget expenses begin.
- ✓ Our 2017 budget is \$725K. We have \$700K guaranteed from school taxes and we need to get \$25K from other sources.
- ✓ The Fund Balance (~\$30K), can be used for our lawyer fees. Pete also suggested that we use this money for one-time startup costs.
- ✓ Friends of the Library are willing to pay for the hardware costs if the Board wants to conserve the Fund Balance.
- ✓ We discussed how to oversee various parts of the budget. Each trustee could become familiar with certain budget items. Examples: Margaret would oversee building operations, Marianne-IT, Danielle-Library Operations, Sue-Programs, Pete-Insurance & payroll. These are suggestions and will be discussed further at a later date.
- ✓ Pete asked everyone to think about additional startup costs and add them to our list on the Google Drive.
- ✓ Carol will ask Ed Hildabrant, Accountant with the Town of Vestal, for descriptions for each budget item. He can run what vouchers come into each line item to get an idea of what is currently there.
- ✓ Pete would like to add a line item, "Capital Accumulation" to capture any surplus.
- ✓ Bethany, library employee, will look into the cost of finance software, especially Quick Books
- ✓ We need to apply to Albany for a tax exempt number.
- ✓ Labor Budget is roughly 400,000. We need to know this exact number.
- ✓ Pete is ready to submit EIN form as soon as we get the Charter.
- ✓ We need the EIN before we can get a bank account. Carol prefers M&T for ease and familiarity. Someone will need to meet with M&T before we make a final decision.
- ✓ We need to pursue getting a 501c3 to accept charitable donations. We do not need this immediately because we are a government entity.

Personnel

- ✓ Carol said that the position of part time clerk in the Youth Services division was not filled after an employee left.
- ✓ A new Youth Services full-time employee was hired, Lindsey Murphy. Current TOV Board approved her hire.
- ✓ Carol just replaced a part time clerk. We now have 5 circulation clerks at the children's desk. Carol will look into having the main circulation desk and the children's desk share duties at the main circulation desk.
- ✓ Marianne asked Carol for the number of library employees. There is a total of 32 employees—3 of these are full time.

Server/Technology

- ✓ Dan Williams has specks. He is on vacation right now. Dan said he would do some technical looking.
- ✓ 4-County would charge for the use of their server.
- ✓ Friends would purchase. Cost: \$2K-5K
- ✓ Danielle's husband offered to donate a server.
- ✓ Marianne will get quotes from Dan, TOV, for the cost/worth of all the computer equipment.

Insurance:

- ✓ Pete and Carol filled out all of the information on the Insurance RFQ
- ✓ We have one partial quote in from Mang (it is missing Director and Board liability).
- ✓ Pete will send out on Vestal Stationary to 6 Vestal agencies and one agency, Cool Insuring Agency, Inc., (Cool is from the library packet Danielle gave us)
- ✓ The quotes must include Director and Board Liability Insurance
- ✓ When the quotes come in, Pete will break thee costs down into the various line items.
- ✓ Health insurance for employees needs to be ready for the calendar year 2017.

Maintenance

- ✓ Margaret will send out the janitorial RFP. She will keep this in the 13K already budgeted for Building Grounds/Maintenance.
- ✓ The question was raised about the 7,000 TOV line item for maintenance. Is all of that needed? Margaret will ask accounting for the vouchers that go under this line item. Does this cover the salt for the winter and the replacement of toilets?

Library Website:

- ✓ Marianne will talk to Brian Lee who does the website at 4-county (He is on vacation right now). Cost it \$12-20/year. Our domain name will stay the same
- ✓ Marianne will get the website up in September. Matt Requa (library employee) will keep it up.
- ✓ We need to get a release form to publish pictures on the web.
- ✓ There are no limits for documents and storage.
- ✓ The new site can look into calendars that show the schedule for the Meeting Rooms.
- ✓ Marianne asked if 4-County has a calendar system.

Volunteers

- ✓ Sue has had people requesting to volunteer. Who should interested parties contact?
Carol said to contact her at 754-4243
- ✓ We need to brainstorm a list of needs so we have ideas for volunteers

NEXT MEETING

- ✓ August 23 following the TOV Board which begins at 7pm.

Adjournment

With no objection, the meeting was adjourned at 9:00 p.m.