

Vestal Public Library Board Meeting

School District Library

August 23, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Robbin Oggins, Cathy Schaewe. Library Director: Carol Boyce. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor. Director 4-County: Steve Bachman

Call to Order:

The meeting was called to order by Dannielle at 7:50 pm.

Approval of Minutes:

Minutes for the July 19, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Marianne.

Charter Authorization:

The Board of the Vestal Public Library (School District) hereby authorizes submission of the following documents to the Board of Regents in support of the Charter application: The Charter Application for the School District Public Library, to be known as the Vestal Public Library; the Petition for Charter, the Certificate of Establishment of the new Library; Consents to Serve as Initial Trustees, with Terms of Office for the Trustees. Motion to approve made by Marianne and seconded by Sue.

All documents were reviewed by Trustees, signed and notarized.

Insurance:

- Insurance quotes will be in at the end of August. (liability, fire, Board, Director's workman's comp, & disability)
- The School District Board needs to have insurance coverage by the time the new charter is approved
- Cathy volunteered to talk with Nancy Olmsted of the town to ask for COBRA coverage for a year until all insurance matters can be worked out.
- Cathy volunteered to find out who we need to contact in the state for the retirement plan and what we need to do to keep employees on their state retirement.
- The insurance quotes will only be good for a certain number of months. We need to get the quotes, look at them and then have them in effect once the old charter is dissolved.
- Do any of our library employees stand on ladders or fix outside issues?

Personnel:

- ADP, Paychecks want to meet with the Board.
- These companies provide a variety of services. We need to decide what exactly we need and what we can afford.
- Current employee contract will continue until a new contract is negotiated
- Once we get our EIN number we can apply for nonprofit status and get a bank account
- The Director selects and the Board approves all library employees. The Board actively manages the Library Director.
- Carol will purchase QuickBooks (cheepsoftware.com. techsoup.com, staples advantage, Amazon) Carol will talk to Jim and get QuickBooks established on a computer
- Dannielle is almost done writing all job descriptions.

Lease Agreement:

- The TOV will be negotiation on the Library contract during executive session on Aug. 22, 2016
- Ellen Bach has been reporting to Cathy and Dannielle. The main issues are: 1) the TOV will not give up the right to use the building as an emergency center. 2) the cost to the library IF we are NOT operating is 2,000/day
- Tax moneys should be coming in to us by the end of November

Dates:

- The new charter is on the agenda for Oct 2016 to be approved
- The town will continue to control all payroll until the end of Dec, 2016
- The School District Board will become active by Oct., 2016.

Janitorial/building issues

- Margaret will send out janitorial RFP in Oct. WE should get them back by Nov and have them approved by Dec.
- The roof is still leaking. Carol said "something" had been done but it appears that there is still water leaking over the electrical panel
- Margaret will check with Bob to see what has been done.
- We have asked the TOV to fix all the issues.
- Marianne asked: What if these issues are not resolved? Do we continue to pay the rent? Do we look for a new property?

Technology:

- The web site is up and running. Matt is updating current site and Facebook.
- Marianne wants the new site to be totally up and running by the time we get the new charter approved. She is looking at an Oct timeframe.

- Marianne is researching how to creating a calendar for the meeting rooms to be seen on the web site
- Lindsey will do the Youth services updating.
- Carol will send Marianne a list of everyone who should have an e-mail account
- Dan and Marianne will move all the Town o Vestal email accounts and documents to the 4-county system and turn off the TOV email accounts for the Library staff
- Reminder: these e-mails are not for personal use
- Dan from the TOV has been slowly turning over the technology. The library does not have a lot stored on the TOV system
- We can back up in Google Docs but we will need a secured back-up for accounting and personnel. Suggested date to have this completed is Oct/Nov.
- Phone system is a separate contract.
- Disaster recovery: It will remain here for the town. Besides back-ups, do we need it? The computers shut off each time someone gets off and nothing is saved.
- Dan needs to reroute the internet access

ACTION ITEMS:

- Carol: get list of all the library programs, get Marianne a list of everyone who needs e-mail, purchase QuickBooks, get a list of what the Friend's have paid for Grants that we need to apply for or that are already bringing in money.
- Cathy: Talk to TOV about COBRA, find out about retirement
- Pete: set up meeting dates with insurance and payroll companies

Adjournment

Meeting was adjourned at 8:50 p.m.

Next Meeting

September, 20, 2016 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary