

Vestal Public Library Board Meeting

School District Library

September 20, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaeewe.
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 7:30 pm.

Approval of Minutes:

Minutes for the August 23, 2016 meeting were approved as amended. Motion to approve made by Margaret, seconded by Marianne.

Technology Update (Marianne):

- Phones remain the same—just separate from the town.
- Server Room will remain here as the Town of Vestal (TOV) disaster site.
- E-mail and server will go through 4-County.
- TOV will no longer provide internet connections. 4-County will provide. This fee is included in our automation fee.
- Computers in the system have 2 networks. The public access will always get rebooted—nothing saved.
- The Library does not own the operating system or anti-virus. Dan may try to decouple.
- 4-county has not done much imaging but Steve will look into it.
- We do have EnvisionWare.
- 4-County might be able to help us with Microsoft products.
- Staff Computers: the proposal is to buy a file server for backups and additional disks (most cost effective).
- Approximately 1K-2K for hardware. We may get some underwritten by other sources.
- We get all work stations but no software.
- Marianne sent this info to Dan Williams, TOV, for approval that this is all that the town does.
- Marianne will look at each computer in the library and note what software is loaded on each.
- Carol said there are 3-4 staff computers on network printers.

Request for Quotes for Consulting Hours—We need:

- An assessment each year in Feb of all computers so we can be prepared for our budget.
- Set-up a schedule for replacement (All Dells have been upgrades sin the last 12 mo).

- Margaret asked if training to use any new computer/software would be included. Marianne will ask if it is possible to add training at an hourly rate.
- 3 years experience.
- Marianne will try to get out the information and ask for quotes back by Oct. 10 with a contract beginning in November

New Charter:

- Danielle read an e-mail from Ellen Bach. As of Oct 17-18, Charters are a 2-step process. We will be given a Provisional Charter in Oct and then we must apply again for a permanent Charter later.

Personnel:

- Pete said we have to start thinking about how we will handle all the HR—files, applications, references.
- Carol said the Library keeps their own records—TOV keeps the drug testing information.
- Cathy said there are some civil service issues that need to be resolved to transfer the TOV to Library Employees. Cathy will look into this.
- Pete suggested we make a checklist on what the town does not and what must be in place by Jan, 2016.
- Dec. 1, 2016 will be our 1st bill because we need to prepay retirement.
- There are 31 employees at the Library.

Lease Agreement:

- Cathy reports that the TOV lawyer has been nonresponsive. If not response soon, Cathy will call him.

Benefits:

- Cathy will continue to work on the employee benefits.
- The current Union contract provides for health, dental and Flex spending.
- The 2 employees on our health insurance are both taking the by-out.
- Carol is eligible and can retire from the TOV. The TOV will continue to pay her health benefits at the same rate.
- We pay 3,000 per buyout.
- We would be responsible for any retirement starting on Jan, 2017.
- Dental, short term disability, flex spending, life insurance cannot be underwritten by COBRA
- Doug is checking with the TOV to see who underwrites these insurances to see what it would take to cover our 3 full-time employees.
- Disability insurance is a concern. Short term has a 30 day waiting period.
- Long-term disability is not in union contract. Carol does get this.
- Cathy said the insurance has to be as good as it is now in the union contract.

- Pete said that when we have the Provisional Charter, we also need to buy Board and Director's insurance.

Payroll/Insurance—report by Pete:

- We have 2 bidders.
- Pete wants to sit down with Chris Hutchings from Partners to clear up some figures.
- Payroll/ADP. Sue Marianne, Carol and Pete sat through the presentation. A \$95/month software system where employees input their times and it uploads to their system.
- Meeting with PayChecks, Sept 24 set for 4:00 Thursday.
- We need to get registered with the State Comptroller.
- Carol has been talking to Robin, The State Comptroller Representative in Binghamton.
- Can a library employee also be the Treasurer? Dannielle will ask Joe and Time and get the answer in writing and get a copy to Cathy.
- We need to get the Treasurer position set-up soon.
- Other libraries that are School District Libraries have the School District as the Treasurer.

Bank Accounts:

- Pete visited M & T. They have saving, checking and on-line banking.
- We have our EIN # now.
- Margaret asked if anyone looked into Visions.
- M & T has a level of administration but Visions does not.
- Pete said that all trustees should have visual access.
- Carol and who else will sign these checks?
- Oct 5, we will be putting our full budget into an account.
- Both Pete and Margaret said that we need to put things in place now and then revisit in one year.

Conflict of Interest Policy:

- Cathy will post and the rest of the Board should review.

Building Maintenance—report by Margaret:

- Sept 6 the exterior lights were out. TOV saw the problem with these circuits and got the lights working.
- Handicap door was broken—TOV fixed it.
- Roof Drainage over the electrical panel. Nothing has been done.
- Cathy will send an e-mail to Vern and asks the status of the drainage.
- Back bathroom has a moldy odor.
- Cleaning service has not been cleaning these restrooms adequately.
- Margaret will send out the Janitorial RFP's by Oct 3 with a return by Nov. 1.

- The budget line now is 1K a month.
- Cathy said that we can sign contracts when we are approved on Oct. 15.
- A new location for the library is not feasible now but we have a realtor keeping an eye out for possible properties.

Adjournment

Meeting was adjourned at 8:50 p.m.

Next Meeting

October 25, 2016 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary