

Vestal Public Library Board Meeting

School District Library

November 22, 2016

Attendance:

Vestal Town Library Board Members: Gordon Allen, Susan Hoyt, Gerald Prudhomme, Cathy Schaeewe.
Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Pete Ziolkowski, Dannielle Swart, Marianne Taylor.
Guest: Suzanne Johnson.

Call to Order:

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

Approval of Minutes:

Minutes for the October 25, 2016 meeting were reviewed and approved as amended. Motion to approve made by Pete, seconded by Margaret.

Resolution: This resolution authorizes the acceptance of transfer of library assets.

Resolved, that the Board of Trustees authorizes and directs President Dannielle Swart, Trustee Peter Ziolkowski and Library Director Boyce, in consultation with counsel and auditors, to complete all banking transactions necessary or desirable to accept the transfer of financial assets from the Vestal Public Library, a municipal Public Library, to the Vestal Public Library, a School District Public Library.

Motion made by Marianne and seconded by Margaret. Trustees voted unanimously in favor.

Charter: Provisional Charter was granted on Oct. 18, 2016 to the School District Vestal Library from the Board of Regents.

Code of Ethics Policy: Cathy will change one paragraph and post it on the Shared Drive.

Fee Policy: In the past, Trustees have been given freedom of fines and fees. The policy of the School District Library board is that trustees waive any fine and fee forgiveness and will pay the normal fees. Motion by Pete and seconded by Margaret.

Governing Council Report: (given by Carol, Marianne attended via phone)

- Meeting places were discussed. Our Library had no available rooms.
- The calendar that does check-outs is manually set by Carol
- "Buy it now" through Amazon. 4-County gets a rebate. These funds are used to offset the automation cost.
- "Director Station" is where Carol gets all of her statistics.
- "BluCloud Analytic"-Carol thought it was not as user friendly.
- We are now participating in E-rate. This federal program discounts telecommunications to schools and libraries. Hardware is now available. The new board should sign a new automation contract with 4-County.
- "NoveList" A link in the FCLS research Center area of their website to get e-books from 4-County.

*No steps to go through to download, clear "wait list" and availability, new "subject" list, feedback goes directly to Overdrive

- Carol said there was a suggestion to have on-line registration for “on-line” use only. This would make it easy for patrons and increase e-book usage. If the patron lived outside our area, then we would be losing fees. This is in the initial discussion phase.

Funding: Broome County is still modifying their budget but our library was slated for 25K.

Automation Contract:

- Fees handed out
- Instead of uncertainty of cost, a blanket 3% was applied. Steve explained that fees are calculated in the spring with data from 2015. 4-County is looking into a 3-year contract with graduating increase each year and adjusted recalculation after the 3-year period. We would not see the benefit of purging books out of our system until the 3rd year. In 3 years, there will be 3 more libraries on-line that will help with the automation fees.
- Pete said that our budget line (45K) must include this cost as well as other costs.

Technology Update (Marianne):

- Dan Williams from Magnificent PC is working on the transition.
- Quick Books is loaded.
- Internet connection is scheduled to be put in next week and will run parallel for 2 weeks.
- No cost for the operating system because the computers already have it.
- Marianne updates website as much as possible
- Facebook page is used a lot. Matt Requa and Marianne Taylor have administrator priviledges.
- A question was asked on Facebook if we would consider a reduced “Home School Family” cost. Families can apply to Friends for a reduced grant.
- Friends need to apply to become a 501(c)3 entity.
- 4-County charges a set nonresident fee of \$50 per household fee.

Board of Trustee Membership:

- Margaret brought up adding 2 more members to the Board. The law says the Board can have from 5-15 members.
- Cathy’s suggestion was to wait until 2018 when we have to apply for an Absolute Charter
- We can have interested parties on any committee that is chaired by a Trustee.
- Cathy volunteered to be a member on the standing committee.

Employee Information:

- All employees should fill out new paperwork before the end of the year. All employees must sign off on the change from one entity to the other.
- We will ask PayChex if they have the forms and to devise a new sheet to keep HR records.
- Employees need new retirement system forms.

Insurance:

- We need a Youth Protection and Anti-harassment Policy in place for insurance. Pete and Cathy are on it.
- There is a \$3,000 buyout if a full-time employee does not take the insurance.
- The Board discussed keeping the employee co-pay at 20% and give back the monetary difference in the 2 plans to the employee getting the insurance. This needs to be further negotiated with the Union.

Treasurer:

- Dannielle asked BOCES and we were turned down
- Treasurer will report directly to the Board (monthly) and will be a public office. The duties will probably require approximately 5 hours a week.
- Dannielle introduced our guest Suzanne Johnson, MLS
- The Board asked Suzanne to submit a resume to be reviewed by the Board
- We will discuss compensation at an executive session.

Maintenance (Margaret):

- Janitorial: The town worked on the outside flagstone, repaired the North elevation and worked on the water heater.
- Some repairs are scheduled for the capital project.
- Ramona will look for a grant to replace the carpet in the main portion of the library.
- After reviewing and discussing the janitorial bids from G2 and Night Shift, Marianne motioned to hire Night Shift on a yearly contract. Pete seconded. All were in favor. We have a check list of their responsibilities that should keep them on track. The contract begins Jan 1, 2017 through Dec. 31, 2017.

Finance (Pete):

- Pete started a spread sheet that itemizes all expenses. Marianne will begin putting in her numbers so we can see our costs. So far, all IT expenses have been from this year's budget.
- We need an accountant line item put in.
- Discussion of becoming a government entity of a non-profit 501(c)3. Steve said that we were more accurately defined as a government entity.
- HR services and insurance have been signed.
- Pete motioned that we pay \$3 per employee per year for 15K of term insurance to employees and 25K to full time employees. Margaret seconded.
- Money was budgeted for a 3% pay increase but the FICA was not increased. This leaves us with 1,000 of exposure.
- Pete asked Carol for some numbers. What's the minimal staff needed to run the library? What's the optimal number of staff needed?
- Margaret will put a list of salaries on the Shared Drive.
- Matt is in charge when Carol is not present at the library. Pete asked if we need another line of Management who is not in the Union.
- We need to ask our lawyer how to ask for an increase in our budget during voting.

Strategic Plan: We need to discuss our Strategic Plan soon.

Adjournment: Meeting was adjourned at 9:30 p.m. Sue motioned and Margaret seconded.

Next Meeting: December 20, 7:00 p.m.

Respectfully submitted,

Susan Nunes, Secretary