

VESTAL PUBLIC LIBRARY BOARD MEETING  
1/17/2017

Present: Cathy Schaeve, Carol Boyce, Margaret Hadsell, Pete Ziolkowski, Marianne Taylor, Dannielle Swart, Steve Bachman, and Sue Johnson

The meeting was called to order at 7:05 pm.

The minutes of the Dec. 13, 2016 meeting were unavailable for approval.

The warrant (2017-3LA) was reviewed and approved. Motion was made by Marianne Taylor and seconded by Margaret Hadsell.

It was stated that there was a need to have the Treasurer, Sue Johnson, bonded for insurance purposes. This will cost \$298. The motion for bonding was made by Pete Ziolkowski and seconded by Marianne Taylor. Approved.

Pete said that Sue had made a suggestion that we open up a separate bank account for the sole purpose of payroll. Pete asked M & T about it and they had some ideas. They will contact Pete.

As part of her duties as Treasurer Sue Johnson needs to go to M & T and sign some paperwork. Those on the Board that need to will go sign papers as well. This is to be done by the end of the week. Carol and Bethany have visual rights only to keep them separate from the actual money. Pete, Sue J. and Bethany will be meeting at some time.

At this time, 7:35pm the Board went into Executive Session for the purposes of discussing a personnel issue.

Motion to come out of Executive Session at 7:45 was made by Pete Z. and seconded by Marianne T. Approved.

There was discussion about moving the Board Meeting time from 7pm to 6:30pm. This was agreeable. The motion was made by Pete Z. and seconded by Margaret H. and was approved.

In the technology update Marianne stated that she had been a bit overwhelmed lately and hasn't gotten to doing the web page yet and is sorry. There was discussion on who to use for the basics, Marianne T., 4CTY, or a third party. Brian Lee from 4CTY has already set us up with a template. It was mentioned that Brian come and train Matt in helping with the web page, that we have had the template 3 months and have been unable to get started with it. There needs to be a link to the website on Facebook. Marianne T. also discussed the thought about backing everything up offsite. There were questions regarding this. She reminded us that there was a budget to refresh the technology. Pete Z. mentioned that we can get to that after the union negotiations.

Margaret H. reporting on the building mentioned that she wants to get security cameras. The cleaners haven't been really cleaning according to contract. She will talk to Nightshift. She was going to see what was done after tonight's cleaning. She has been taking pictures of what is not done. She also said that Mike P. from the Rug Shop came in and measured the building's carpeted areas and will give a quote.

Dannielle S and Cathy S. talked with Ellen Bach about the lease with the Town of Vestal. Cathy read Ellen's reply from the Town. The Town of Vestal only wants to do a one year lease this year. The Town of Vestal also asked to be put on the liability insurance and it was stated that this was a normal thing. There was also discussion about the parking lot and usage of it.

#### New Business:

Dannielle S. said that the survey that we have out there both in paper form and electronic was being filled out. That the survey would go toward the strategic plan that we have to have. Carol mentioned at this time that she was interviewed that afternoon by the Press and she mentioned the survey to them so that it would be in the article. Steve B. will be helping Carol this year with the annual report which contains a strategic planning question. Dannielle S. asked if Steve B. would be able to help educate the Board about strategic planning. He said that he could. Marianne T. requested that we prioritize the things that need to be done. That next year's budget is high on that list along with the union agreement.

It was related that we started union negotiations. Dannielle S. talked with Ellen Bach and it was suggested that Cathy S. read the agreement. Cathy S. said that she would.

A donation is coming from the OWL Reading Group, of whom Pat Roberts had belonged. There was discussion as to whom to make the check out to. This check will be made out to the Vestal Public Library and not the Friends group. Sue J. described how the Friends group for the Endicott Library works. Dannielle S., Marianne T. and Pete Z. will talk to Jim Holley about the Friends.

Pete Z. mentioned the rebate that NYSEG is getting from a court settlement with the Town of Vestal on their property assessment. We will have to pay our share. He wants some of the money from the county to go toward youth services programming. Lindsay has submitted a report and breakdown of what she needs and will be at the February meeting to talk about it. He also mentioned that there is a policy for molestation that will need to be signed by the employees for insurance purposes.

A motion was made to end the regular meeting at 8:45 and go into executive session again for the purposes of union negotiations. Motion by Pete Z. and seconded by Margaret H.

Motion to come out of executive session at 9:15 was made by Pete Z. and seconded by Margaret H.

Motion to adjourn at 9:15 was made by Marianne T. and seconded by Margaret H.