

Vestal Public Library Board Meeting

School District Library

March 21, 2017

Attendance:

Library Director: Carol Boyce. Director Four County Library System: Steve Bachman. School District Library Board: Sue Nunes, Margaret Hadsell, Dannielle Swart, Marianne Taylor

Call to Order:

The meeting was called to order by Dannielle at 6:30 pm.

Approval of Minutes:

The Feb., 2017 minutes and the Special Finance Meeting from March 6 will be on the Shared Drive soon.

Circulation Report:

- We are looking for improvement. Carol has asked Jim Holly to read book reviews so more books can be ordered.
- Meeting room attendance is up. There are levels of funding: profit organizations and non-profit organizations.
- A question arose about whether authors could sell their books at an author visit. The Meeting Room Policies prohibit that an author charge for attendance, but their books can be sold at the author event. Carol will clarify in the policies that books from the author can be sold at the author's event.
- Let's have more author visits! Dannielle will send names to Carol. There are many authors that write about upstate NY. These visits could connect with Book Clubs.

Financial Report:

- Many questions arose about the category headings and what they mean.
- Is the percent of budget category heading what is left in the budget or what was been spent? It is not clear.
- Rent payment appears for April, May, June and July. Why?
- Pete, Bethany and Suzanne will meet to clear up the confusions.
- Other suggestions: Put an invoice number under the NUM heading, but an asterisk* next to the amount that goes over budget and a footnote to explain why.
- The Board needs to establish a policy to approve workshop/conference/educational expenses before they appear on the Financial Report.
- Steve said that the Open Meeting Law is designed for all discussions and decisions to be done in open meetings and not through e-mails.
- Electric and heat bills all go through the town. The museum is on the library's meter. Dannielle talked to Ellen who will speak to the town lawyer on Thursday. Marianne will call NYSEG after the lawyer meeting.
- We will find a date for a special Finance Meeting when Pete is back in town, and before the April Board Meeting to discuss and approve the Financial Statement and Financial policies.

Technology: (Marianne)

Website Design

- Marianne will sit with Dan and Margaret to pick the templates and then get Lindsey and Matt involved.
- There are many links to active areas. This allows the information to come up in different areas.
- Margaret has looked at other library web sites and they are making them easier to navigate.

Phone System

- Our phone system is coupled with the town's system. There is no way to uncouple the system unless we redo everything. Carol has access to the Auto Attendant to change the message.

Computers

- There was a problem with the computer system and it was down. Carol had to reboot under Dan Dofton's guidance. Marianne has all the computer passwords.

Building Report: (Margaret)

- Night Shift is doing a good job. Margaret gave the staff a list of Night Shift duties and asked them to notify her if Night Shift is not doing their job.
- Carol reported a slight leak. The Town of Vestal sent someone to shovel around the drain. The Town of Vestal said that they would will return to make further repairs weather permitting.
- Margaret found 3 volunteers to clean the storage room. They will need a Volunteer Release Sheet that can be found on the Shared Drive (under the Save the Vestal Library tab). Carol also talked to a volunteer.
- Other volunteers: Marianne will look into the National Honor Society advisor to see who may need volunteer hours, Sue will e-mail the Participation in Government teacher at Vestal High School to let him/her know that the library is looking for volunteers and give the library's number.
- The Town put a hole in the shed while plowing. One of the 2 by 4's has been twisted. The Town said they would fix it.

Museum

- The Vestal Town Board has approved the Museum Director to seek funds to move the Museum to the Rail Trail. The Town's Lease with the Library noted that the Town wanted complete control of the parking lot. Vern Myers, the Town Engineer, said that they will be removing the bumps in the parking lot to put in emergency road access for the Vestal Volunteer Emergency Service (VVES).
- The Town is also looking to move the Farmer's Market to the Rail Trail.

Job Descriptions and Scheduling:

- Steve passed out a graph that showed circulation numbers by day of the week for 2106. You can get a report for circulation numbers by hour of the day.
- The Board will continue to look at scheduling and the concept of peak times and look at the most effective use of staffing.
- Job Descriptions are on the Shared Server. These are based on what employees have shared what they do.

Strategic Planning Meeting:

- Dannielle said that many of the completed surveys mentioned hours of operation. Patrons would like to see more hours on Saturday. Right now, we do not have the money for increased hours.
- The Strategic Planning Meeting held on Saturday, March 11, was led by Steve. Margaret took notes.
- Recurring themes were: more adult programming, longer hours of operation, making connections with other businesses in Vestal, the need for communication between groups.
- Idea: Have the knitting group teach to the scouts (bridge the generations).
- Idea: Open mic for the month of April (Poetry Month). Come and share your poem. Dannielle has a mic and an amp. It could be a repeated event sponsored by a class i.e. creative writing, IB students.
- A list of events could be in the Town Crier and we could consider paying. The Friends may help support.
- The High School Librarian was willing to put announcements on her TV feed.
- Sue commented that the library needs more publicity.

Books:

- Dannielle said that we need to take a more aggressive look at the quality of the books as they are returned.

Adjournment: Meeting was adjourned at 8:30 p.m. Margaret motioned and Marianne seconded.

Next Regularly Scheduled Meeting: April 18, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary