

Vestal Public Library Board Meeting

School District Library

April 18, 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, Pete Ziolkowski, Dannielle Swart. Library Treasurer: Suzanne Johnson. Notary: Gordon Allen. Guest: Cathy Schaewe

Call to Order:

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

Approval of Minutes:

The Feb., 2017 minutes were reviewed and approved as amended. Motion to approve made by Pete, seconded by Marianne.

The March, 2017 minutes were reviewed and approved as amended. Motion to approve made by Marianne, seconded by Margaret.

Registration with New York State:

- Steve explained that registering the library with NY State allows us to accept public funds.
- After discussion, the Board authorized the Library Director to prepare and submit an application for registration with New York State of the Vestal Public Library, pursuant to law, by unanimous vote, on a motion made by Marianne, seconded by Margaret.
- A Certification Statement for the NY State Registration of the Vestal Public Library was signed by Dannielle Swart, Board President, and Susan Nunes, Board Secretary and notarized.
- Carol will go on the Shared Drive to look at the Board approved written policies and our official budget. Dannielle will meet with Carol to see what other polices we still need for registration.
- Carol will do the Annual Report to the Community.
- Our Long Range Plans will be coming.
- Carol will read what we still need and send all the information to Sharon Phillips Rep from NY State Education Dept. Carol will follow up with Sharon to see what we still might need to submit.

Executive Session:

- The Board voted unanimously to go into Executive Session to at 6:50 after a motion by Margaret, seconded by Sue.
- At 7:30, the Board voted unanimously to come out of Executive Session after a motion by Pete, seconded by Margaret.

Financial Report:

- After discussion, the Board voted unanimously to accept the treasurer report by a motion from Pete, seconded by Margaret.
- We discussed a petty cash procedure that will have additional cash on hand for youth purchases separate from general petty cash. Pete asked Bethany to come up with a written procedure.

Building Update:

- Heating problem in the main part of the library was fixed by the town.
- Volunteer Clean-Up day in June 11. Vestal United Methodist Church will help for 1-1 ½ hours through their Reaching Up/Reaching Out program. Marianne will check with the Town for volunteer approvals.

Monthly Library Usage Report:

- “Offline” means any materials that were taken off the shelf and used by patrons.

Technology: (Marianne)

- The website has too much on it. Marianne will take pictures of what we want. The vertical menu will be removed.

Miscellaneous Items:

- Dannielle along with Ellen Bach, Esq, suggested that we obtain local council to represent the library. We need to create a search committee to find such council. The decision was made to wait until the budget vote and arrival of the new Board member.
- Margaret said that as a Board, we need to start working on multiple projects simultaneously.
- Carol wants the Board to meet with the staff
- We need a Town Hall Meeting to talk about the upcoming 2018 budget. Presentation of the Proposed Budget will be on May 13 at noon. Carol will secure a room.
- Pete asked all Board members look at the budget on the shared drive so it can be discussed at the next meeting.

Executive Session:

- The Board voted unanimously to go into Executive Session at 9:10 after a motion by Pete, seconded by Sue.
- At 9:28, the Board voted unanimously to come out of Executive Session after a motion by Marianne, seconded by Margaret.

Adjournment: Meeting was adjourned at 9:30 p.m. Pete motioned and Marianne seconded.

Next Regularly Scheduled Meeting: May 16, 6:30 p.m.

Respectfully submitted,

Susan Nunes, Secretary