

VESTAL PUBLIC LIBRARY BOARD MEETING
5/16/2017

Present: Dannielle Swart, Janine Taft, Sue Johnson, Lindsay Murphy, Carol Boyce, Margaret Hadsell, Marianne Taylor, and Pete Ziolkowski

The meeting was called to order at 6:33pm.

The minutes of April 18, 2017 were reviewed and approved. Motion was made by Margaret Hadsell and seconded by Marianne Taylor.

The Youth Services Librarian, Lindsay Murphy presented her summer programing.

- She mentioned a touch-a-truck program July 15 from 1-4, with a possible collaboration with the Museum including refreshments and other attractions.
- There is to be a build a fort night at the library.
- A Harry Potter program.
- She is also having the normal crowd pleasers here as well.
- To keep track of the summer reading program she wants to build a “brick” city on the windows.
- She is also planning to have an outdoor kick-off party in the form of a movie drive-in.

Sue Johnson gave the treasurer’s report.

- Margaret asked the difference between the heat suppliers and wondered about our part of the solar panels.
- Pete said that our residual part of the school district taxes should be deposited in May.
- There was a question about who Level 3 Communications is.
- Pete talked about the audit and what we need to do.
- He wants a special meeting for just discussing the budget. It was set for June 13.

A motion was made to accept the warrants and treasurer’s report. Motion by Marianne and seconded by Margaret. It was approved.

- Pete then talked about the Petty Cash Policy he wants to put in place. There was discussion of a voucher for petty cash use.
- There was discussion on who held the key and the back-up person for that. Details need to be worked out.
- Bethany will make the suggested changes.

There was a motion made to accept the petty cash policy with the amendments for a one month trial period. Motion was made by Pete and seconded by Margaret. The motion was approved.

It was asked if the library needed a liability release form for the church clean-up day or would the one for the town would be enough. After some discussion it was decided that the town's was enough.

Marianne talked about the state of the website and IT.

- Marianne had been going back and forth with Wendy. There has been nothing now for a month.
- Marianne might have Margaret step in and make the final decisions for the new website since she has gotten very busy with work.

The Board worked on some policies that were needed for the registration process to be completed.

- Margaret worked on the original draft of the Disaster Policy, changing somethings around and simplifying the format.
- It was decided to review it annually and add a list of who to call.

A motion was made to accept the Disaster Policy. Motion by Marianne and seconded by Pete. The motion was approved.

- The Board looked at the Confidentiality of Library Records Policy. No discussion.

Motion to accept Confidentiality Policy was made by Marianne and seconded by Pete. The motion was approved.

- They next looked at the Collection Development Policy. A few corrections will be made.

Motion to accept the Collection Development Policy with corrections was made by Margaret and seconded by Pete. It was approved.

Margaret gave a report on what has been done on the building and what has happened lately.

There was a brief discussion on the review of the tentative union agreement. There was a letter of agreement that Dannielle signed so that the contract could be ratified.

The Board talked about the Saturday Town Hall Meeting on Saturday, May 13.

- Only a few showed. Two community women, Steve Bachman, a couple of staff and the Board members.
- There were suggestions on how to get the word out.
- That if help was needed just ask.

Carol talked about the April stats and that they went down again. She mentioned the book purchases were more and that she had asked Jim Holley, former director to help with the reviews.

Pete mentioned that he talked with Marilyn for about an hour and some of the topics that they covered.

The regular meeting adjourned at 8:35 to go into executive session. Motion was made by Marianne and seconded by Margaret to talk about union contract and the lease with the Town of Vestal. It was approved. The executive session adjourned at 9:10. Motion was made by Pete and seconded by Marianne. It was approved.