

Vestal Public Library Board of Trustees
Meeting Minutes – January 23, 2018

Present: Dannielle Swart, Margaret Hadsell, Marianne Taylor, Janine Taft, Peter Ziolkowski, Carol Boyce, Suzanne Johnson

Guests: 11 members of the staff

Call to Order: Marianne Taylor called the meeting to order at 6:35PM

Review and approval of December minutes-

- Motion to approve with corrections MH 2nd by PZ. Passes unanimously

Treasurers report and warrants

- Motion to accept by PZ, 2nd by MT, passes unanimously

Director's report: CB

- Statistics are steady. More new fiction on shelves.
- Art program has been well received. There is already a large enough waiting list to repeat this program.
- Open Mic night, 2/13/18
- TruthPharm coming to present program related to the opioid crisis
- Film program will be done in March
- YS numbers are up
- A very negative letter regarding the BCPL Drag Queens Story Hour was received and synopsisized by the Director. No action required. Is not about our library and Trustees do not do Story Hour programming.
- Assisted living center in Vestal has requested more Senior programs. Computer education suggested.
- Need to write volunteer policy on vetting and conduct.
- YS Librarian Lindsey Murphy requests a Program Assistant to facilitate adding more Teen programs. CB will check job descriptions, contract, civil service requirements, and follow up with this information to the Board.

Bldg/Ops report: MH

- The leak in the staff bathroom is being fixed on Monday.
- The roof leak was fixed by the ToV.
- Jim Love wants to know if he should watch for Shelving. JT will provide information to library regarding SellbackyourBook.com
- ToV replaced light bulbs. Vern from ToV maintenance said things in the back storage area are improving.
- Night Shift gave quote to strip and wax tiles in bathroom of \$800.00 Will vote on this in February after confirming the funds are available.
- The ground outside the emergency exit on the north side of the building has been fixed.

Tech report: MT

- MT will show Matt how to pull FB statistics
- Website needs updating and needs the blog done. CB needs to set up training with Brian at 4CLS for staff responsible for blog.
- FB updating is an issue. It is not current. Xmas/Fall material still on site. Old hours still showing. Not being kept current.
- Requests Tech Wish List items be given to MT or CB by Friday. A 3D Printer was requested.
- MT's intent is to build a 5 year plan for tech refresh with Jeff Henry and Steve Bachman of 4CLS at meeting.

Finance: PZ

- Audit is done. We need a budget line item for vacation buyback. Impact on budget, worst case scenario, is approx. \$6500.00. Need to reallocate funds to cover this exposure to mitigate risk. PZ recommends we allocate 50% of the total from Salary line to cover this: \$1000 from FT and \$2000 from PT budget.
 - PZ motions we put \$3000 into a line item to mitigate risk of vacation buyback. Proposes \$2000 come from PT budget and \$1000 come from FT budget. 2nd by MH. Motion passes unanimously.
- NYSOC AUD update: All good.
- Payroll update: we are now using new payroll company. Very responsive. Seems good.
- NYSFMLA update: we have not yet received responses from Insurance Co. and from Union on this. Union meeting is Monday.

- Discussion held on how to handle direct pay from vendor issues. E.g., payroll companies.
 - PZ motions we adopt VPL business procedure #4, use of direct payment funds by subcontractors. DS Seconds. Passes unanimously.
 - PZ motions to allow DP payroll and NYS Comptroller's office to have direct access to funds. MH seconds. Passes unanimously.
- Need to decide if we are going to increase minimum wage. Not mandatory for us to do. PZ recommends VPL Board policy 001 Consideration and voluntary adoption of no mandated labor standards (law)
 - PZ motions we defer our decision until after contract negotiations and have CB recommend when the money could come from if it is passed. DS seconds. Passes unanimously.
- Tax cap is 2.2% this year.
- Next steps in Contract Negotiations: DS reports a meeting with LG&T will be set up to discuss upcoming contract negotiations. Chris Rohde has not gotten back to us yet.

Public Commentary:

Staff comments:

- It is unacceptable to work below minimum wage, calling it a "slap in the face".
- Want to be shown where the \$ are.
 - **Board response:** The meeting minutes and budget are available at the reference desk and online.
- Staff believes PZ promised they would receive the minimum increase. They feel strongly this represents how much the Board values them.
 - **Board response:** PZ explained he looked at the financial impact of the budget approved by ToV voters to see if we have enough \$ left over. He also explained he never promised a minimum wage increase.
- Staff wants to know why we don't ask voters for more money than we do?
 - **Board response:** PZ explained that we have every dollar allocated. States they can help us by encouraging voters to vote yes to new budget. MH explained that if we ask for more than the tax cap we run the risk of voters saying no and freezing the budget at previous year's amount.
- Staff also questioned the installation of surveillance system.
- Staff are upset with Sunday opening and some feel they are losing hours because they don't want to work on Sunday.
 - **Board response:** Opening the library on Sunday was community input we gained at our Strategic Planning meeting and via the Community Survey that was part of strategic planning. The Board wished to show the community visible improvements and response to their input. Since we cannot improve the outward appearance of the building and/or its landscaping, since ToV controls these things, providing Sunday hours was our best option in response to community input.

Motion to adjourn made at 9:10PM by MH and Seconded by JT. Passed unanimously.

Next meeting: Tuesday, February 20, 2018, 6:30PM