

**Vestal Public Library Board of Trustees  
Meeting Minutes -February 20, 2018**

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

Guests: Members of the library staff

Call to Order: Dannielle Swart, President, called the meeting to order at 6:38PM

Review and approval of January minutes-

- Motion to approve by MT, 2<sup>nd</sup> by PZ. Passes unanimously

Review/vote on Annual Report due to NYS

- Motion to approve by MT, 2<sup>nd</sup> by MH. Passes unanimously

Director's report: CB

- Circulation is up. Wireless is up to 695.
- Suggestion Box: a patron has requested we add Piecemeal Magazine. Not in budget at this time.
- Art class is going well. Last week's Open Mic night had kids from VHS participate. Well received.
- More art classes are planned, also a Genealogy class by MH and a DIY Camping equipment class by PZ.
  - DS requests list of all adult programs in process from CB.

Search for new trustee- signed petitions due to VCSD minimum 30 days before vote.

- Need to publicize via circ desk signage, also Town Crier, Facebook, VPL Website, Press & Sun-Bulletin. DS will spearhead.

Tech Committee report: MT

- MT met with 4CLS with Matt and MH. Gleaned some ideas but not much guidance from Jeff Henry. Matt has not yet been contacted re: WordPress.
- CB was asked by MH to do a basic computer class. Jeff Henry of 4CLS will do. CB will send possible dates to MT, who will facilitate.
- Training should have been scheduled for Flipster.
- 15k needed to do Tech refresh. MT requests 14 public internet computers. Capital reserve is one option but need estimated cost. Possible grants for laptop? MT will determine recommendations and cost estimates, and says we need to do this all at once.
- CB will check to see if 4CLS will provide for support if we buy through them.
- Tina Winstead (Oneonta Library) wrote a grant for 3D printer and is a resource for grant writing. CB checked Gault grant.
- MH will ask YS librarian what she wants and needs in computers.
- Dan Dofton at 4CLS gave us more space so we can get Webbie to set statistics on site. MT is still having trouble updating theme.

Bldg./Ops report: MH

- Per Vern Myers, ToV Engineer, the ToV will paint everything Dove White inside, but won't move anything and won't do inside backs of shelves.
- ToV will power-wash the brick on the exterior of the building and will paint the background of the sign cream and the letters will be green.
- The landscaping will be ripped out and re-done by the ToV. Things will be a mess for a while.
- Cleaners rate has increased when contract expired in December 2017. We need to decide if we will re-compete or hire a part time cleaner. Need to determine the cost to hire. Wage is state-mandated. CB will find state-mandated wage info.
- The sink was repaired. CB's office now has a roof leak.
- ToV is plowing but not always clearing the sidewalk. Staff has been advised to call ToV if sidewalk is not shoveled. PZ will check with insurance rep to see who is liable. CB will touch base with Town Engineer to get a procedure in place, including contingency plan for after- hours shoveling.

Personnel Sub Committee:

- Personnel sub-committee suggested by JT and MT. Decision will be tabled until March. JT /MT will develop a charter statement to vote on in March. Discussion of use of civil service job descriptions, evaluation forms, evaluation tools specific to VPL will occur after committee charter statement approved.
- Discussion of Public Commentary policy.

- Motion by MH and 2<sup>nd</sup> by MT to accept proposed public commentary policy as edited. Passed unanimously.

#### Treasurers report and warrants

- Motion to accept by PZ, 2<sup>nd</sup> by MT, passes unanimously

#### Finance: PZ

- Vote on proposed increase for 2019 calendar year. (must get info to School Board's March meeting) 2.2% which is tax cap will bring us up to approximately 725k, which is what we were at before separating from ToV. Discussion held.
  - PZ motions we propose 2.2% raise in 2018 ballot for library tax rate, the maximum allowed to stay within the tax cap. MT 2<sup>nd</sup>. Passes unanimously.
  - The letter submitted to the Vestal Central School District will show the exact figure.
- Renewal of contract with Library Treasurer – PZ motions we renew contract with Suzanne Johnson for another year at the same rate. MH 2<sup>nd</sup>. Passes unanimously.
- Further information on the amount set aside for vacation buyout. PZ motions we make vacation buy out line item actual amount and move back \$1300 to PT salaries. MT 2<sup>nd</sup>. Passes unanimously.
- Training money: re-allocation of resources to cover webinar.
  - Accounts clerk & treasurer will investigate LTA line item.
  - Webinar will be paid with purchase card.
- Need to come up with a plan to cover minimum wage within existing budget.
  - Accounts clerk BS will look to see if YS add'l staff \$ could be reallocated to grant.
  - CB will meet with staff and come back with a plan in March to look at hour budgets per dept and figure out how we can plan to staff to our budget. IF we can contain the costs, we can go from there.

#### Public Commentary:

- Jim Holley states Friends has 17k that the library needs to spend. MT will come up with a plan for the tech refresh and make proposal to Friends for the project.
- Ellen Williams asked about kiosk. MT & MH explained it will display library information on programs, activities, meetings, etc. Lockheed Martin Advanced Technical Leadership Program is coming up with the conceptual aspect as a community service project. Jim Holley offered sponsorship by Friends of the Library.
- Ellen Williams states people are asking for the capability to send documents from their phones to the printers. MT will look into setting this up.
- Cindy Frederick asked about Kiosk costs. PZ said we have a \$2k budget for hardware for this year.
- Ellen Williams asked about Playway device. This is an MP3 player to circulate with one book on it. Some adults have asked for them for the visually impaired. She has seen them come in from Endicott library. She also says patrons think it's weird that we don't have book clubs. When asked by DS if she would run one, she said yes. DS instructed CB to "make that happen"
- Donna DeFlippo asked about minimum wage. PZ answered that we allocated money for minimum wage, but in December our spending exceeded expectations. He asked CB and BS to analyze where the money went. They discovered they had assumed they could cover outages with available staff, and also it went to the vacation buyback. Also, YS grants for programs resulted in extra labor. These costs need to be funneled back to the grant.
- Lorie Avery asked if we have a slush fund for the buyback. PZ explained the auditors said we need to cover this, so we moved 3k to do so. BS has now told us we used \$1700 and now that we know the actual amount we can plan accordingly.
- Ellen Williams asked about evaluations. Donna mentioned that they used to get annual evaluations.
- Cindy Frederick stated she appreciates the Board's work on minimum wage but says some staff feel like they are going backwards.
- Ellen Williams asked about Civil Service position for Assistant YS. PZ explained the Board will always follow the law.

Motion to adjourn made at 9:00 PM by MH, seconded by MT. Passed unanimously.

NEXT MEETING 6:30PM on Tuesday March 20, 2018 at Vestal Public Library.