

Vestal Public Library Board of Trustees meeting May 15, 2018

Board members present: PZ, JT, MH, DS

Board members absent: MT

Board members-elect present: Shoba Agneshwar, Kerrie Fisher

Treasurer: Suzanne Johnson

Library Director: Carol Boyce

Library Staff: Michelle Kayt, Lindsay Murphy, Becky Pineau, Laura Farrell

1 Call to order a 6:33PM by PZ, chairing meeting as second alternate to President.

2 Review/vote on minutes from April meeting

Motion made by MH to approve as corrected. Seconded by DS.

- Motion carries 4 Aye, 0 Nay, 1 Absent

3. Treasurer's report and warrants

a. Books close for FY 2018 on June 30th.

- **PZ requests all to please work to close all expenditures (Billed and paid) by June 30th.**

- Invoices received in the business office after 6/30 will be against FY 2019.

Motion to Accept warrants as presented made by JT. Seconded by MH.

- Motion carries 4 Aye, 0 Nay, 1 Absent

5. Director's report by Carol Boyce--

a. statistics are down from last month but up from last year.

- CB speculates this is due to Easter and normal fluctuations.
- PZ requests we need a line item on Staffing.

b. suggestion box input

- "We miss the trees."
 - DS directed CB to give this to the ToV.
- "Close Sundays."
 - No action necessary.
- A detailed compliment was written about Matt.
 - JT directed CB to put it in his personnel folder.

c. program update

- 6/5/18 "Gear up to Go" with PZ
- 6/4/18 TruthPharm
- 6/8/18 Red Cross Blood Drive
- 6/12/18 Book Club begins
- Senior computer classes are currently on the back burner due to Health issues with presenters. Also no laptops yet.
- Open Mic night is booked monthly through October 2018.
- Last 2 weeks of August and 1st week of September 2018 Genealogy class with MH

d. Status on new youth librarian

- There are two solid interviews scheduled for Thursday plus a third planned.
 - One candidate lives in Vestal, one in Texas, and one in Japan (originally from Troy)

e. Status on new business clerk/office manager

- Civil service list exists. One candidate has already declined. Two more are still on list. If list is exhausted we can move on to hire someone provisionally.
- Other staffing issues:
 - Three PT clerk positions have been or are in the process of being vacated.
 - Ellen left 5/11/18, Maggie leaves 6/1/18, and Mary Lou is retiring 6/21/18.

6. Director introduces FY 2019 draft budget to the board

a. preliminary discussions

- PZ points out CB cannot assume any budget for donations, including from the Friends of the Library
- Requests a meeting on 5/31/18 at 6:30PM to “crawl through” the budget. Plan on two hours. It will be a Public finance meeting and needs to be advertised but will not include public commentary.
- ACTION ITEM FOR ALL BOARD: Take the proposed budgets back to look over in detail Go through proposed budgets and share any questions or inputs on file on shared drive PRIOR TO this meeting. Feel free to question CB individually as well.
- Question file will be put on SHARED DRIVE.
- Sue Johnson Treasurer will also attend this meeting.

b. set up working date for budget review

- BUDGET REVIEW MEETING WILL BE 5/31/18 at 6:30PM.

6 Tech Committee report

- Presented in writing in Committee Report from MT circulated prior to the Board meeting.
- PZ asked CB if MT had met with Friends to get formal commitment of \$ for Tech Refresh.
 - States this will go under Ad Hoc donations

8 Building/Operations Committee report

- CB reports only 1 incident this month. A lock was stripped in the front Door. She called VPD who increased patrols of property until the ToV fixed it. It stripped again and the ToV fixed it again, this time, successfully.
- PZ asked MH about the ToV painting the library and wanted to know if this includes meeting rooms and hallways. MH said it does.
- Action Item for CB to follow up with ToV to find out when they will paint and begin landscaping.

9 Personnel Committee report

- JT reports that Jill Gardner of Broome County Civil Service will come speak to Board regarding Civil Service procedures for hiring, firing, and discipline. Hope to schedule this during upcoming Executive Session.
- Jill Gardner has provided Personnel Committee with Civil Service Reference Manual and Employee Communication forms, to be presented at Executive Session.
- Requests Executive Session to be scheduled for week of 6/11/18-6/15/18.
 - CB will check to make sure room is available.

- Personnel Committee plans to begin pre-evaluation meetings with Director and Staff in June and complete evaluations no later than 9/25/18.

10 Finance Committee report

- PZ reports there is nothing to report this month, but says June will make up for it.
 - Annual report has been reopened for VPL by NYS DLD.
 - DS states Eve Randall of 4CLS is resource.
 - PZ mentions AUD report is correct per NYS Comptroller's office

11 New Business

- DS states Book Committee is part of strategic plan
 - Cathy Schaeewe has expressed interest in being on such a committee.
- DS states we received much response from surveys done 18 months ago.
 - Requests to do another survey.
 - PZ states we have \$400 in budget under Strategic Planning and requests she pays for survey Monkey prior to 6/30/18 to keep it in this fiscal year.
- JT asked CB about Collection Development policy that was previously requested by board. CB is working on it. CB asked Board to check the deadline she was given and let her know.
- Shoba Agneshwar asked PZ if we get a penalty from taxpayers who are delinquent in paying their library taxes?
 - PZ said no.
 - DS will ask 4CLS about such a fine.

12 Public Commentary

- Lindsay Murphy asked what she is to do if there is no summer help by 6/1/18?
 - Board directed her to ask the Director **and assigned this conversation to CB as an action item.**
- Becky Pinneau asked about the Strategic Plan on the website.
 - Suggested that this could be a plus for staff to be trained on this and similar information available on our website.
 - Notes that posting of Board Meeting minutes in the staff room never happened.
 - DS notes communications back to staff are needed. CB can discuss techniques, maybe a staff newsletter?
- Michelle Kayt expressed thanks to Lindsay. Board echoes sentiment.
- Laura Fanell asked about the potholes in the parking lot.
 - This is a ToV issue. CB will ask ToV about it.
- Motion to end meeting made by MH at 7:55PM. Seconded by DS.
 - Motion carries 4 Aye, 0 Nay, 1 Absent