

Vestal Public Library Board of Trustees meeting June 19, 2018

Trustees Present: P. Ziolkowski, J. Taft, D. Swart, M. Hadsell, M. Taylor

Trustee-elect Present: E. Nimmons-Green, K. Fisher, F. Brooks, S. Agneshwar, J. Herringshaw

Treasurer: Suzanne Johnson Library Director: Carol Boyce Library Staff present: Laura Farrell, Becky Pineau

There were other community members present as well

Call to order at 6:30pm by DS.

- Gordon Allen (GA) administered the Oath of Office to the newly elected Library Board Trustees.
- GA also presented a "Move the Museum" movement and encouraged all present to sign a petition that will be presented to the TOV to encourage TOV Board to fund the effort to physically the museum back to the Rail Trail. Moving it to the approved location would allow it to be placed on the State and National Register of historic places.

The May Board meeting (with corrections) was approved by a motion made by MT and seconded by MH. Motion carried.

Treasurer's Report: A motion to accept the Treasurer's report as presented was made by PZ and seconded by JT. Motion carried.

Director's Report

Staff:

- Four staff have left and/or resigned and we welcomed the following new staff members: Christina Mahoney, Anna Lake, Kathleen Avery and Marcia Cotton.

Statistics:

- The stats are up from last month but down year-to-year. The downward circulation seems to be a national trend and the reason is a change in measurement methodology and lower unemployment rates.
- Gave updates on Truth Farm (5 people) and the Do it Yourself Back-Pack programs (5 people)
- Book Club started with 17 people

Program:

- July 26th will feature Julie Mundt featuring "Money Map". She is a transformational coach.
- PZ wants to re-visit the room rates and charging policies for the various groups (not-for-profits; gov't agencies; for profits etc.). Need to re-assess the rates for the large room as well as the conference rooms. Discussion scheduled for Aug meeting.
- Summer Hours for 2019: Since school graduation is late in June, it was decided that the library hours would extend to be open all Sat and Sunday's in June of 2019. A motion was made by PZ to set the start of the summer hours begin in July and that the library will remain open on Saturdays and Sundays in June 2019 and seconded by MT. Motion carried.

Suggestion box:

- Keep drop-box open and operational during the "open" hours of the library
- Stay open on Sundays

Operations:

MH gave an overview of a Library Re-Fresh project that would attempt to modernize the interior to create a better flow-through and access to the various program areas. The figures provided are for estimation purposes only and should not be considered a final proposition. A detailed presentation was give to the trustees by Mr. Ronald J. Hadsell (licensed Architect). A hand-out was also given to all Trustees so that any questions and future discussion could be scheduled.

- After the presentation, the Trustees decided to table this until the July meeting.
- JH brought up reserves and what (if any there were)
- PZ indicated that there are \$65K in a reserve
- FB is concerned about the yearly rent payment to town and the fact that the TOV could not extend the lease

All **Library Re-Fresh** questions should be forwarded to MH. Please use that terminology in the subject line when emailing her at her VPL account.

Tech

Foyer enhancement: Information kiosk in the front has been operational and functional – library personnel working on PowerPoint presentation

Website: Needs a bit of cleaning up but the feedback has been positive

Tech refresh: Waiting to hear from Friends to secure additional funding – grant request was submitted June 1st for \$15k, asking for financial commitment June 22nd, if grant approved monies to the VPL by July 13th.

Finance

Budget:

- PZ reported that when the books close on June 30th we will have a better understanding of any out-standing funds and can decide on how and where to re-allocate funds. Budget adjustments will be made in July. We will need to schedule another meeting in July specifically for this. July 12th from 6:30 to 7:30 will be a working meeting. Those who are unable to attend should send all comments directly to PZ.
- DS initiated a discussion regarding fines and the potential elimination of youth department fines
- CB to determine the portion of adult vs. youth fine generation
- PZ made a motion to adopt the 2019 Annual Budget document as the current working base-line budget; MT seconded the motion. Motion carried.
- PZ will re-authorize Insero & Co. to do the annual single audit for \$7,300
- PZ brought up the idea of VP of Finance position as it is a 2-yr limit; need two trustee- signatory requirements on checks; others can have viewership status

Personnel Committee: Update after meeting with Jill Gardner regarding Civil Service positions.

- Need to have a formal discipline process that can/should be documented
- Both positive and negative comments should be in the files with the employee being fully aware of such comments
- Would like to have the Board place a temporary hiring freeze. PZ commented that this ought to be under the purview of the Director's role and not a Board function.
- Revisit staffing plan: will meet on July 5th at 4:30 to review all evaluation documents

Public Comment : Mr. Joe Titi from the Southern Tier Genealogical Society stated his thoughts and concerns regarding the yearly booking of the public rooms and the process that is used. The STGS has had a few unfortunate incidences with not being able to occupy the rooms that they had signed up for. The current FCFS (first come first served) is a very cumbersome process and needs to be modernized so that the public is not made to physically come to the library. Perhaps there can be a solution that can better utilize technology. He complimented CB for her diligence in helping them several times when they were refused a room and once when they were asked to leave.

On a motion made by PZ and seconded by MH, the Board of Trustees moved into Executive Session to discuss a matter of particular personnel.

Meeting adjourned at 9:25pm to Executive Session.

On a motion made by PZ, seconded by MH and unanimous vote, the Board of Trustee returned from Executive Session at 9:49pm.

On a motion made by PZ, seconded by JT and unanimous vote, the Board Meeting was adjourned at 9:50pm.