

## Vestal Public Library Board of Trustees meeting July 17, 2018

Trustees Present: P. Ziolkowski, D. Swart, M. Taylor, E. Nimmons-Green, K. Fisher, F. Brooks, S. Agneshwar, J. Herringshaw

Treasurer: Suzanne Johnson

Library Director: Carol Boyce

Town Historian: Margaret Hadsell

Library Staff present: Laura Farrell, Becky Pineau, Anna Lake, Christina Mahoney, Michelle Knight, Cindy Frederick

Call to order at 6:30pm by DS.

- DS welcomed Town Supervisor John Schaffer and Councilman Fran Majewski
- Conflict of Interest policy, Harassment Policy and photo release forms were signed by the appropriate trustees

The June Board meeting minutes was approved by a motion made by MT and seconded by JH. Motion carried.

### **Treasurer's Report:**

- The \$25,000 Broome County aid from FCLS is a one-time grant but will need to be split to two years--half into 2017 budget and the other half into 2018 budget. Currently the 2018 budget is overstated by \$12,500. But the books will be corrected this year to reflect the proper monies received in the appropriate years.
- The FY 2018 Expenditure Analysis document (surplus/deficit) was explained and the proposed budget transfers were discussed.
- PZ made a motion to implement these recommendations and begin the process to reconcile the budget. FB seconded the motion; motion carried.
- An update on the bank re-compete was provided. Banks under consideration are: M&T; TSB; NBT; Community Bank. Decision to be made in August.
- We should re-visit the major carriers as well later this year
- MT made a motion to accept the warrants. PZ seconded the motion; motion carried.

**Operations Report:** DS spoke to both JS and FM (TOV) about the refresh project that the Library Board would like to undertake. A copy of the project was given to both TOV officials. JS said that the TOV plans on washing the building, painting the building, and putting new pvc pipes. The timeline for this is Aug/ Sept of 2018. He explained that the removal of the trees was due to the fact that the roots of the trees were getting into the plumbing system.

Several questions were asked:

- Can we coordinate the re-refresh inside with the outside work that the TOV is planning on doing? {ans: This will depend on how the Library Board plans to move ahead on this project and will require further discussion}
- Does TOV have long term plans for the Library building? (ans: we have no plans for anything yet. Any long-term plans will take at least 4-7 years)}
- Do we need TOV approval to move ahead with the refresh? {ans: not officially other than the carpet. But JS asked that we keep the TOV informed via the liaisons regarding the progress of the refresh}
- Can we extend the lease beyond the 5 years? We may be eligible for grant monies but only if we have a 10-year signed lease. {ans: At this point the TOV is comfortable with the 5-year lease that is in effect. But as the Town Board officials change, there might be a chance for opening up this discussion.
- \$30,000 a year rent {ans: is set aside for repairs; bathroom issues; roof leaks}
- EOC {ans: the EOC (command center in the event of a town emergency) will remain at the Library forever and is non-negotiable}
- FM suggested that the next step was to meet with Vern Myers; Lincoln Ellis; and the two Library Liaisons to continue the conversation to move this forward
- JS gave everyone his cell phone number (205-5691)

Other issues that were brought up:

- Can we continue to have informal discussions a long-term plan for the library?
- Do we have time to build up a reserve?
- We need to work on a Strategic Plan but only if there is a commitment on the part of the Town that the Library will remain in this location.
- The Library is truly a Community Center and we'd like to work towards that

- Asbestos presence under carpet
- As a government entity, do we need to get 3 quotes or go to a bidding process?
- MH obtained a cost for carpet removal and replacement for \$60,000 (for the entire library)

After the TOV officials left, there was a general discussion on the scope of the project; the need to hire a general contractor; the role of Ron Hadsell; the need to form a sub-committee; the need to have realistic costs. PZ suggested that we commit \$9,000 towards the project. The following four motions were made:

1. PZ made a motion to take the next steps for the implementation of the refresh project. JH seconded the motion; motion carried.
2. MT made a motion that we ask Ron Hadsell to research the costs of the millwork as well as the walkway-carpet to obtain some realistic estimates. PZ second the motion; motion carried.
3. PZ made a motion that we create a library refresh budget line. EMG seconded the motion; motion carried.
4. PZ made a motion that we earmark \$9,000 of the general under-runs towards the library refresh project. JH seconded the motion; motion carried.

### **Director's Report**

#### **Staff:**

- No issues to report

#### **Budget:**

- The breakdown of fines are as follows: In 2017 the Youth Services brought in \$3,766.44. If we eliminate "youth fines" as was previously suggested, we would lose this revenue line. Can we absorb this loss?

#### **Statistics:**

- The Library monthly usage report was presented

#### **Program:**

- July 26<sup>th</sup> will feature Julie Mundt with "Taming your Money Demons".
- Empire Pass (to go to any NYS park for free) is \$80 a year. CB suggested that we purchase a pass and patrons can check it out. PZ suggested that we also get a Roberson pass and a Kopernick pass and that these monies come out of the un-used book budget.
- CB went to the Ride and Read news conference held by BC Exec. Jason Garner.
- Applied for the Gault gives back program. Encouraged to "vote" on facebook as the winner is determined on the number of votes.
- NYLA (Jeremy and Alex Johannesen) are coming for a tour.
- CB working on getting two travelling exhibits (women's suffrage and Eric Canal).

#### **Suggestion box:**

- Complement directed toward Becky Pineau for her knowledge and friendliness
- Would like to see a "teen" reading program for the summer

### **Technology:**

- Received a \$15,000 grant for Tech Refresh from FOL (Friends of the Library)
- MT made a motion to accept the \$15,000 from FOL. PZ seconded the motion; motion carried.
- MT made a motion that a new budget line be created called Public Use Technology Refresh. PZ seconded the motion; motion carried.
- Website: we need to consider a dedicated tech support. Webbie has been assisting us now for no charge; and Dan Williams (TOV) has also been assisting CB and is willing to discuss a formal agreement with Library for services.

### **Personnel Committee:**

- MT made a motion to amend the by-laws to add "with Board Approval" in Article VII. JH seconded the motion; motion carried.
- FB amended the motion to remove redundant wording in the same sentence: remove "of"; "the" "of"; "the" . PZ seconded the motion to amend the previous motion; motion carried.
- Met with staff to go over evaluation process and other personnel issues. Due to a mis-communication, CB did not chair the meeting and MT and JT led the staff meeting. The staff were extremely unhappy and seemed

belligerent and hostile to the changes proposed. JH stated that we cannot make changes to the existing union contract because it is an improper labor practice and a grievance could be filed. The evaluation process is a negotiated bargaining unit item.

- MT made a motion that the Director's ALA membership fees of \$165 be paid from the education budget line. PZ seconded the motion; motion carried.

**Public Comment :** LF asked that before any refresh project is finalized, the staff should be given an opportunity to provide feedback and/or suggestions to the functionality of the proposed changes especially in the front desk area and the youth services area.

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

Meeting adjourned at 9:32pm to Executive Session.

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

**Election of New Officers:**

President: D. Swart

Vice-President: J. Taft

VP Finance: P. Ziolkowski (members: K. Fisher; M. Taylor; S. Agneshwar)

Personnel Committee Chair: M. Taylor (members: J. Herringshaw; J. Taft; E. Nimmons-Green)

Recording Secretary: S. Agneshwar

On a motion made by MT, seconded by JH and unanimous vote, the Board Meeting was adjourned at 10:05pm.