

Vestal Public Library Board Meeting

September 19, 2017

PRESENT:

Library Director: Carol Boyce

Library Board: Margaret Hadsell, Dannielle Swart, Pete Ziolkowski, Marianne Taylor

Treasurer: Suzanne Johnson

Call to Order at 6:35PM

Approval of minutes for August meeting:

Minutes amended to include "executive session held to discuss job evaluations" and correct typographical error on p. 1

Motion made to accept by MT, seconded by PZ. Passed by unanimous vote.

Correspondence:

Chris Rody of CSEA has requested written confirmation that the grievance has been resolved in a mutually agreeable fashion. DS responded verbally in the affirmative to him.

MH made a motion that PZ will draft a letter of response, which will also specifically note that the Board does not recognize this as an actual grievance because the Union did not make it within the required timeframe.

MT seconded the motion. Passed by unanimous vote.

Library Director Boyce received a negative comment about the library in the suggestion box. The Board heard and discussed the comment.

Lease:

Discussion was held by the Board regarding the news that the lease negotiations have finally ended. JT moved to authorize DS to sign the lease, contingent upon the TOV signing it first. PZ seconded. MH recused herself from the vote. Passed by unanimous vote.

Website:

MT reports the website is live. The minutes are there, as are the policies. We can upload things to the website now! She will work with Matt who is willing to work on the tech stuff. Discussion by the Board ensued. It was noted we can hire Webby on an hourly basis if necessary. The soft opening will be soon, and the new website will be advertised in the library.

Building:

MH reports the fire inspector for the TOV's fire insurance came to inspect the building. We were informed everything must be a minimum of two feet from the ceiling and the aisles must be a minimum of 36 inches wide. Doors cannot be blocked. Buildings physically attached to the library should not be used as storage. The fire inspector felt the donations shed is being used as a "warehouse". The inspector noticed the bucket above the electrical panel and Jim explained it collects the leaking water. The building was "dinged" on the roof. The TOV wants the donations shed cleaned up. We can add shelving to the shed but cannot store anything directly on the floor. Jim Holley of the Friends of the Library wants a new shed for the books, that the Friends will pay for.

9/14/17 there was a leak over the electrical panel. Still have minor leaks up front. Also leaks in womens bathroom near the meeting room still. Mens room leak has been resolved. Town is aware of womens bathroom leak.

Security cameras were purchased for \$70.00 less than anticipated! A monitor was donated and the cameras are functioning. One is in the corner by the offices to view the restrooms and meeting rooms. One at the childrens circ desk, one at the front windows to view the circ desk and door. The 4th camera is set to view the quiet area and the stacks. Director Carol Boyce will inform the staff these cameras are live and include audio. They are set to turn on with motion detection. Where to place the monitor will be determined.

Treasurer's report:

Suzanne Johnson, Treasurer, reports she is now asking Bethany to deposit checks into the checking account instead of savings, because we were charged overdraft fees.

PZ will arrange to add JT to signature card.

Titlesource update: We are still waiting for an answer from 4CLS as to fee status.

PZ made motion to approve the treasurer's report. JT seconded the motion. Passed by unanimous vote.

FISCAL YEAR END REPORT:

PZ reports we will be re-implementing accounting codes as the codes used by the TOV were not standard. Codes will improve differentiation, such as between adult books and childrens books.

All reports will be available on the shared drive ASAP.

PZ requests a separate meeting to go over budget again.

After discussion the Board agreed to table the Budget discussion for now. PZ requests we get all our questions to PZ and/or Carol Boyce this weekend so we may meet on the Budget separately. Budget meeting will be announced and will be held on Monday 9/25/17 at 6:30PM.

State Retirement System update by CB: Carol talked with the State Retirement System. This is a continuation of the membership we had under the TOV, but we need to fill out the paperwork to change entities.

PZ explained we assumed it would just roll over but that is not the case. We must vote to join. He also stated once we join, we cannot withdraw. After discussion by the Board, PZ made a motion that the Vestal Public Library join the NYS retirement system. MH seconded. Passed by unanimous vote.

PZ made a motion to accept the Procurement Procedure. MH seconded. Passed by unanimous vote.

PZ made a motion to accept the Prepaid Purchase Card Procedure. MH seconded. Passed by unanimous vote.

PZ and CB report Paychex was a no-show to the meeting. This is a pattern. It may be time to find a different, local payroll company.

PZ reports the independent audit is in progress.

Discussion by the board about creating a donation policy. Fred Akshar assisted the library in obtaining a \$7000 grant from his books program. This is allocated to the 3-4 year old programming.

Lawyer search:

JT reported that we received proposals from Hinman Howard and Kattel, and Levene, Gouldin and Thompson. Leasure Gow Munk & Rizzuto did not respond. Discussion by the board ensued and it was decided we should retain Levene, Gouldin, and Thompson. Motion made by PZ, seconded by MH. Passed by unanimous vote.

Board meeting ended at 9:31PM.

Special Board meeting will occur 9/25/17 at 6:30PM to discuss and act on the budget.

Next regular Board meeting is October 17 at 6:30PM.