

**Vestal Public Library Board of Trustees
Meeting Minutes – December 19, 2017**

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

Call to Order: Danielle Swart called the meeting to order at 6:35PM

Review and approval of November minutes-

- Motion to approve MH 2nd by MT Passes unanimously

Treasurers report and warrants

- Motion to accept by PZ, 2nd by MT, passes unanimously

Director's report

- Statistics are steady. More new fiction on shelves.
- Art program ready for end of January.
- Matt Burt will host Open Mic night, 1/8/18
- Staff has accepted upcoming schedule changes.

Bldg/Ops report

- Parks Dept has assigned Jeremiah Barnard to landscape library this spring
- Night Shift is not doing a good job, sloppy work. MH suggests hiring a private cleaner/maintenance person. Will look into \$.
- We are very excited about electronic publicity kiosk, expect it to be running by early 2018

Tech report

- PZ will broker meeting with Lockheed community service group.
- MT reports 2 printers have been installed and Carol/Library Staff will ID tag all printers to replace ToV tags. MT & CB will meet with 4cls in January for Tech Refresh and re: tech relationship.

Finance

- Audit is done. Accountant is willing to come explain/discuss if necessary.
- Need to decide if we are going to increase minimum wage. Not mandatory for us to do. Discussion tabled until January to examine funding before making decision.
- Term life insurance contract awarded on low cost and best fit to MBT Mang/Security Mutual. Savings from current policy is roughly \$700.
- Umbrella insurances, workers comp, and disability insurances were not re-bid this year. Finance committee recommends a rebid for 2019 when the current policies end.

Payroll-

- RFP extended to four companies. Two responded.
- Motion by PZ to select D&P as payroll provided based on cost and proximity of company. MH 2nd. Passes unanimously.

Appropriated donations:

- Library rec'd a \$1000 gift. Once we are past budget, non-specified gifts will need to be appropriated to where we want the money. Table discussion on this until January.

Library accounts clerk

- Bethany Stewart passed her test and is reachable.
- Motion by PZ to accept Bethany Stewart as accounts clerk. 2nd by MT. Passes unanimously.

Discussion on process for obtaining yearly tax assessment-

- Board decided it will be a Treasurer duty.

Discussion on employee reimbursement of missed healthcare payments.

- Board decided we will accept \$5/week until paid off, with any remaining balance to be paid upon leaving our employ, if necessary.

1099 for our Treasurer

- MT will donate 1099 forms to the library for the Accounts Clerk to fill in and issue to the Treasurer in early January 2018.

Paid Family Leave discussion

- Board decided DS will inform the union that per NYS law we are willing to provide Paid Family Leave but the employees need to decide if they want it. Not to be part of union negotiations, and all or nothing. No piecemeal.

Public Comment: none

Next meeting: Tuesday, January 16, 2018 6:30PM