

Vestal Public Library Board Meeting

August 15, 2017

APPROVED MINUTES

Attendance:

PRESENT:

Library Director: Carol Boyce

Library Board: Margaret Hadsell, Dannielle Swart, Pete Ziolkowski

Treasurer: Suzanne Johnson

ABSENT: Marianne Taylor

Call to Order:

The meeting was called to order by Dannielle Swart at 6:33 pm.

Approval of Minutes:

The June 20, 2017 and July 18, 2017 minutes were reviewed and approved by unanimous vote from a motion made by Margaret Hadsell and seconded by Pete Ziolkowski.

Correspondence:

(Correspondence moving forward will consist of any items of note from the Suggestion Box, Union correspondence, Utility correspondence, Broome County correspondence, etc.)

Carol Boyce states she has suggestion box items on her desk. None of critical importance at this time.

Also NYSEG wants money back.

Treasurer Report:

Suzanne Johnson gave Treasurer's report.

- There is a \$76 fee that appears in the checking account statement that no one recognizes. Suzanne is investigating.
- The State Aid came through this week. 90% came now, the remainder will arrive in October or November of this year.
- Carol has filed the paperwork to receive our Broome County Aid but does not know if it has been received. Suzanne will check with Bethany to see if it was deposited.
- There has been no response as yet from Baker Taylor regarding refund.
- Part time labor line in Annual Budget should read \$264,000 not \$246,000. Numbers were entered erroneously. \$16,500 in contingency fund will cover the discrepancy.
 - Discussion: As we go into discussion of funding for next year, we will need to get the part-time labor expense into check.

- o PZ notes on the budget that a line item was deleted thinking it was not needed: Library Operating Expenses. Had approximately \$7000 in it. Proposes we add a line item that is unfunded for a couple of months in order to get data to project an amount for next year.
- o Also suggests a line item for \$500 or \$1000 for a Library Director Discretionary Fund.
- o We will look at budget and vote in September at the end of the First Fiscal Quarter. The Audit should be back by the next Board meeting, with any luck.
- o PZ reports he wants the audit filed by 9-1-17.
- o MH requests SJ to investigate why some check numbers are in the 2000's and some from the same account are in the 50,000's.
- Pete Ziolkowski states Audit firm is meeting with Finance on Thursday. Bethany and Sue will be there. Pete cannot attend but notes if you look at our balance, we are right where we should be and estimates we will be approx. \$20,000 in the black by year end.
 - o PZ asks CB for hard assets for year end financial report. (includes furniture, fixtures, etc.)
 - o Discussion of Prepaid Cards line items. CVS and Walmart, each \$504. Process now is that we are using the debit card to buy the prepaid purchase card. Lindsey uses the card and turns in the receipt to Bethany to track.
- Dannielle Swart states there must be a written policy. Pete Ziolkowski will write policy so we can vote on it next month.

Director's Report/ Library Monthly Usage Report:

- Carol Boyce states usage is down but that is usual in summer.
- CB reports Lindsey has told her that attendance at youth programs has surpassed any we've ever had. Over 400 attended the Harry Potter program and the Summer Reading program attendance is also up.
- CB says Susquehanna NH has requested some of our donated books. Jim Love will box them up and deliver them. Margaret Hadsell suggests we contact other area nursing homes and offer more to clean out donated book backlog. Pete Ziolkowski says the Seton Key Club is looking for service projects, suggests we contact them and have them do this as a service project. PZ will reach out to Anna Wright of Key Club.
- CB reports a problem patron has been banned from the library and has not been back.
- CB reports Bethany asked her for a raise. Johnson City Library is advertising for an Account Clerk at \$12.19 per hour. Bethany is now making \$10.20 per hour. Board will investigate options to give Bethany a raise.
- RE: Eclipse glasses. First batch sold out in 20 minutes. Friends of the Library got them. New ones will be for sale starting Thursday at \$2.25 per pair. They are certified.

Pete Ziolkowski moves to accept Director's report. Janine Taft seconds. Passes unanimously.

Building Report:

- Margaret Hadsell states the carpets have been cleaned. She suggests we rent or purchase a home carpet cleaning machine and clean the rugs ourselves in the future to save money.
- Windows have been washed. She is happy with the work.

- There was a leak in the women's room and the Town was called. They replaced the wax ring and the leak was fixed. There is now a leak in the men's room in the hall around a urinal. The Town has not yet been able to locate the source of the leak.
- The roof has the same old leaks. We also now have mice. MH will request traps be purchased.
- CB says the library was given a dorm refrigerator that should help with the mice problem. Youth services will use this refrigerator for their supplies.
- Margaret reports she met with Ed Dunscombe, Director of Endicott Library, to discuss security cameras. They use ADP and it cost \$7500. His recommendation is to use wireless cameras that capture audio, and aim them at the doors and the circulation desk. MH recommends we get a 4 wireless camera unit at a cost of \$449.99. This, plus the mousetraps is within her budget, so there is no need for a vote.

Website:

- Marianne Taylor reports in absentia via email that Wendy has been paid. The website is on 4CLS server but not yet live. Marianne has more training to do with Lindsey and Matt.
- We need photos of Board, Staff, and Director for website.
 - **NEXT BOARD MEETING WE WILL BE TAKING PHOTOS OF THE BOARD MEMBERS.**

General Discussion:

- Discussion ensued regarding job descriptions for Matt and Lindsey. Do we have their input yet? PZ asks what we are doing with that. Suggests an Executive Session that includes CB this time. Once job descriptions are done including Matt and Lindsey's input, they go to Civil Service. Still need percentages of the time spent on each duty from Matt and Lindsey. Matt and Lindsey will be given until Friday COB to get this information submitted to Carol.
- Discussion of other general personnel issues ensued. It was noted that Part-time employees are hourly employees and not civil service. Donna can submit her schedules to Matt to meet the scheduling requirement of his new job duties as long as this doesn't create a conflict of interest with the union.
- PZ states Bethany's issue regarding JC position and pay is valid. He would like to write up a description of her job and vote on it in September. Do we need to inform the Union we are changing the job descriptions? PZ will have answer in September.
- Discussion ensued regarding possible Adult Programs. Suggestions were made for free adult art classes, making your own backpacking equipment, home brewing, free financial programs for adults. MH asked who would be responsible for publicity. PZ felt the Board should do this. JT suggested soliciting volunteers to teach programs via large signage on easel by circulation desk. DS said we need to write a policy for these programs stating they can't charge for the classes, can't conduct business, etc.

Lawyer:

- Janine Taft reports that three local firms have been contacted: LG & T, HH& K, and Leasure Gow Munk Rizzuto. They have all acknowledged receipt of our list of questions and have been given a deadline of September 8 for us to receive their replies.

- Pete Ziolkowski requests we have Ellen itemize her bills if it is not already being done. Danielle Swart reports still no progress on lease. We asked for 3 years, and got 1. We all agree we MUST have a minimum 2 year lease period.

Pete Ziolkowski moved we go into Executive Session to discuss job evaluations at 8:00pm. Janine Taft seconded. Passes unanimously.

At 8:33pm, Pete Ziolkowski moved to go back into OPEN Session. Margaret Hadsell seconded. Passes unanimously.

- PZ moved we make Salary modification to Librarian 1 position to Step 4 in the contract at the new rate of \$19.94 per hour, contingent upon the acceptance by Lindsey of the new job description. MH seconds. Board passes this motion unanimously.
- PZ moved we make Salary modification to the Principal Clerk position to Step 5 in the contract at the new rate of \$14.84 per hour, contingent upon the acceptance by Matt of the new job description. MH seconds. Board passes this motion unanimously.
- PZ moved we make the above pay increases retroactive to 7/1/17 (the start of the fiscal year) and MH seconds. Board passes this motion unanimously.

Pete Ziolkowski moved we go back into Executive Session at 8:50pm. Janine Taft seconded. Passes unanimously.

At 9:23pm, Pete Ziolkowski moved to go out of Executive Session. Dannielle Swart seconded. Passes unanimously.

Adjournment: At 9:25 Margaret Hadsell moved to adjourn. Dannielle Swart seconded. Passes unanimously.

Next Regularly Scheduled Meeting: September 19, 6:30 p.m.

Respectfully submitted,

Janine Taft, Secretary