

Vestal Public Library
Board of Trustees meeting - August 21, 2018

Present:

Shoba Agneshwar

Fred Brooks

Joe Herringshaw - Absent

Emma Nimmons-Green - Absent

Kerrie Fisher

Dannielle Swart

Janine Taft

Marianne Taylor - Absent

Peter Ziolkowski,

Library Director: Carol Boyce

Treasurer: Suzanne Johnson

Library Staff present: Anna Lake, Michelle Knight,

Donna DeFlippo, Cindy Frederick, Lorie Avery,

Community Member: Dianne Cappiello

Call to order at 6:30pm by DS. The July Board meeting minutes was approved by a motion made by PZ and seconded by KF. Motion carried.

Re-Fresh Pricing Presentation: Margaret Hadsell presented the following quotes: Millwork at \$27,000 and Carpet at \$5,100

- MH explained that this was just a “skin” that would be placed over the existing circulation desk; no structural changes will be done
- PZ reminded the board that the stakeholders wanted to have input into the design and flow process and should be given the opportunity to weigh-in at the beginning stages of the re-fresh project
- It was decided that CB and MH will decide on the process to be used to gather input from staff

Director’s Report

Staff:

- CB would like approval to hire a Library 1 position.
- The Principal Library Clerk and a Page left and a part-time librarian is retiring.

Budget:

- No issues to report

Statistics:

- The Library monthly circulation usage report was presented. KF asked to see the data in a graph format.
- JT asked about the ILL (Inter Library Loan) and how that data could be used for planning/purchasing purposes

Program:

- Looking to start a Senior Film Series possibly in October
- Update on Empire Pass: we need to use a credit card to purchase these passes and CB is still looking at what the optimum museums would be
- Have applied to get two travelling exhibits (women’s suffrage and Eric Canal)
- Passed out a Whistle-blower policy for the board to review

Suggestion box:

- Outside looks terrible

Governing Council: CB attended the meeting and gave the following report:

- Libraries are starting to offer “text messages” for overdue book notices (we currently use emails). The potential cost for this service could be \$600.00.
- Automatic Renewal: this system would have a few fail-safes such as not automatically renewing if there are outstanding fines and/or if there are any holds on the book.
- Juvenile fine free: some libraries are totally fine free, while others are juvenile fine free. We have discussed this possibility but the issue remains how to cover this source of revenue in the budget.
- Shared storage for disaster recovery
- 2020 census will be completely digital and local libraries will be one of the locations for completing this survey.

Treasurer's Report:

- The Fiscal Year 2018 Financial Report was emailed to the board by PZ
- We currently have an active "living budget" that shows current revenue/expenses YTD
- Added one more bank to get banking fee quote from: Chemung Canal Trust
- PZ suggested that we look into getting a Credit Card specifically for the VPL
- The contract is signed; retro-pay will be distributed accordingly
- PZ made a motion to accept the warrants. JT seconded the motion; motion carried.

Strategic Plan: KF is looking to develop a survey to see why people patronize the library and why people don't patronize the library.

Technology:

- Entry display: CB reported that it is up and running
- The Lockheed Martin Leadership team has completed the entry display project.
Action: PZ will reach out to Lockheed Martin groups about continued technical assistance. Action closed: 8/22
- MT has reached out to the Career Development dep't at BU for a possible internship for tech support. DS, MT and CB will put together a job description for an intern. DS will reach out to Rick Shumaker in the Computer Dep't at BU to determine feasibility.
- Website still needs to be updated.
- Dan Williams of MPC Consulting is willing to provide tech support to VPL on an hourly cost basis.
- Anna Lake reached out to MT asking for website training for herself and staff. MT working to coordinate training dates.
- Technical support for the VPL needs to be addressed. CB has discussed possibly hiring a part-time tech staff person.

Personnel Committee:

- Margaret Hadsell reported to the Personnel Committee that her Genealogy class will not be held. There was no advertisement done by the library on social media or the library website or print advertisement visible in the library. Due to those combinations, there was a lack of sign-ups.
- Honorary Gifts: A rocking chair given by the family of Jane Coutts fell apart. There was general discussion on whether the VPL is obligated to perpetuate replacement of such gifts? Or encourage their use and not necessarily replace worn items. Staff commented on the dangers of an adult rocking chair. Other ideas were discussed.

On a motion by JT and seconded by KF, the Board of Trustees voted to go into Executive Session to discuss a matter of particular personnel. The meeting adjourned into Executive Session at 7:45pm.

On a motion made by PZ, and seconded by KF, the Board of Trustees returned to open session at 8:52pm.

A motion was made by JT and seconded by KF:

Formal Board approval by means of vote must be obtained prior to review of security video for disciplinary reasons. At least one Trustee must be present at a review of Security tapes for any disciplinary reasons and said review can only take place after prior authorization by the Board. JT; DS; SA; KF voted for the motion. PZ and FB opposed the motion.

Motion carried.

Public Comment : Library staff asked how they could meet with the board as a whole? JT responded that if there are Union issues involved, those questions should go to the union Rep. Any day-to-day or operational questions should be directed to CB. CB can certainly ask the board to clarify any policy issues. However if there are extenuating circumstances that warrant a meeting, the Board has the prerogative to call a special meeting. Such a meeting would have to be publicized which usually involves a two-week time period.

On a motion made by FB, seconded by PZ, the Board Meeting was adjourned at 9:07pm.