

Vestal Public Library
Board of Trustees meeting - September 18, 2018

Present:

Shoba Agneshwar

Fred Brooks

Joe Herringshaw

Emma Nimmons-Green - Absent

Kerrie Fisher

Dannielle Swart

Janine Taft - Absent

Marianne Taylor - Absent

Peter Ziolkowski,

Library Director: Carol Boyce

Treasurer: Suzanne Johnson

Library Staff present: Anna Lake, Becky Pineau, Lorie Avery

Laura Farrell, Christina Mahoney

Community Member: Margaret Hadsell, George Bezama

Call to order at 6:33pm by DS. The August Board meeting minutes was approved by a motion made by PZ and seconded by FB. Motion carried.

Whistleblower Policy (WBP): A motion was made by PZ and seconded by JH to formally adopt a WBP proposed by DS. The WBP was reviewed and adopted by the trustees and those present signed a hard copy. The adoption of this policy will enable the VPL to have completed the registration process.

Director's Report

Staff: CB will start to schedule interviews this Friday. As of now, we have 8 candidates and initial interviews will be conducted by phone.

Statistics:

- The Library monthly circulation usage report was presented in a graph format and will be emailed in the future.
- Calendar: library calendar was discussed regarding closing days. The following was decided: Nov. 21st will be a 5pm closing time with Nov 22nd closed. On Dec 24th and 25th and 26th the library will remain closed all 3 days. Dec 31st will be a noon closing time with Jan 1st closed.

Program:

- The Senior Film Series is set for October 8th; the movie title has not been identified.
- We are continuing to weed-out old and non-relevant material. Some of the discards go to the Books on Bus program.

Suggestion box:

- A paper sketch of the old library building was requested (which is the current tax-assessor's office)
- Having key tags
- Having study computers that have no time limit
- Shoes off for kids especially during baby story time

Regional Meeting Update: CB attended the meeting and gave the following report:

- The contract with 4-County was briefly discussed. The three-year contract has benefits as well as restrictions. Steve Bachman will be invited at a future date to discuss various options and trustee suggestions to keep the yearly percent increase to a minimum.
- Sharon Phillips and Steve Bachman came to tour the VPL.

Treasurer's Report:

- Going paperless for future meetings was decided. The information will be put on the shared drive as well as be emailed to everyone.
- Having a projector available at the monthly meetings was suggested
- PZ made a motion to accept the warrants. FB seconded the motion; motion carried.
- A meeting will be held on October 10th at 7pm to discuss the various options available regarding banking.

Strategic Plan: The initial survey monkey tool was too expensive, so DS and KF will develop two surveys. First will be targeted towards individuals who patronize the library and the second will be targeted towards individuals who do not patronize the library. FB suggested also having hard-copies of the survey as he did not want the low-income population to be excluded. Suggestions to go to various church groups; youth groups; rail trail were suggested to gather a meaningful amount of survey results.

Operations/Building:

- After discussions on how to identify areas that might result in lower energy usage, it was decided that a dedicated committee be formed to address these issues. PZ has volunteered to chair this Energy Usage Committee.
- The library re-refresh project was discussed. MH provided the trustees with the staff comments that were received. MH said that a date of December 15th was available but that a decision must be made asap.
- There were concerns about not having a MOU with the TOV regarding the new carpet as well as any asbestos issues that may arise. MH said that she would contact the original carpet installer to resolve this issue.
- The issue of having no GC (General Contractor) was raised. MH assured the trustees that for a project this size, both she and Ron would oversee the volunteers necessary for painting; and RH would make himself available to be sure that this project goes smoothly.
- MH volunteered to ask the Rotary and the VSO and other organizations for funding towards this project if asked to do so by the trustees.
- A meeting date of October 1st at 6:30 pm was set to resolve any outstanding issues and to take a final vote on whether to proceed with this project or not. Funding issues will have to be discussed and finalized if the project moves forward.

Technology:

- DS presented a quote from the Four County Library that quoted a per unit expense of \$1,147.66. She said that this cost might be lowered depending on the final volume ordered. Since the Friends have given \$15K towards tech re-refresh, it was decided that the following computers be ordered: 4 in the Juvenile area and 9 in the main library area. PZ made a motion to approve the expenditure from the Friends grant line towards the purchase of 13 computers. JH seconded the motion; motion carried.

Personnel Committee: No issues to report

- JH asked if there was a list that has all the positions in the library and what the each positions' responsibilities are. CB said that she will send him that list.

Public Comment: Various suggestions were made by the library staff to improve the end-result of the library re-refresh project. Their suggestions are as follows:

- Eliminate the outer lip or wall and keep the counter flat (as we have now)
- Eliminate the book-drop slot in the front circulation desk
- Eliminate the Youth Portal

It was decided that DS would communicate these changes to RH in the morning.

A staff member inquired if progress could be made to clear out and discard the books in the back rooms. The space would be a valuable commodity but only if the boxes and books were cleared out.

Mr. George Bezama introduced himself and said that he was running for the Broome County Legislature. He said that if elected, one of his goals would be to explore funding options for the VPL because of its importance to the community.

On a motion made by JH, seconded by PZ, the Board Meeting was adjourned at 9:10pm.