

Vestal Public Library
Special Board Meeting
September 25, 2017

PRESENT:

Library Director: Carol Boyce

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

Treasurer: Suzanne Johnson

Call to order at 6:40PM

Discussion of Job Description for the Business Office Manager

- Added "Desired Skill" of experience with Quickbooks
- Clarified that the Business Office Manager will be working for the Vestal Public Library, not for the Board of Trustees of the Vestal Public Library.

Motion to accept Job description with the aforementioned changes was made by Margaret Hadsell. Seconded by Marianne Taylor. Passed unanimously.

Budget:

The board discussed the Budget line by line and made corrections. Pete Ziolkowski requests we discuss purchasing a divider for the big meeting room at the October Board meeting. The Board agreed we will vote on the Budget at the October Regular Board Meeting.

At 7:46PM, Pete Ziolkowski motioned to adjourn into Executive Session for purposes of employee discussion. Seconded by Margaret Hadsell.

At 7:51 PM Pete Ziolkowski motioned to go back out of Executive Session. Seconded by Margaret Hadsell.

Pete Ziolkowski motioned we offer to Bethany Stewart the position of Business Office Manager as per discussion. Marianne Taylor seconded. Passed unanimously. Carol Boyce was directed to extend offer to Bethany on 9/26/17.

Board meeting adjourned at 7:55PM.