

Otselic Valley Library Board of Trustees

8/02/2023

Location: OVCS Library

9:00 am - 10:30 am

Present: Dr. Georgia Gonzalez, Gail Burpee, Katy Charles, Dale (Suki) Fox, Terri Foor-Pessin, Melinda Ramsey, Michele Reakes, Eric Wentworth, Kirsten Spear

Guests: Steve Bachman, Abby Bishop

1. Michele Reakes calls the meeting to order at 9:01
2. Attendance
3. Approval of Minutes [Library Board of Trustees 06/13/2023](#)
 - a. **Motion by Suki to approve Library Board Minutes. Michele notes her name is misspelled in the minutes. Kirsten will fix and save to the google drive. Second by Eric. Motion carried 5-0**
4. Financial Report
 - a. Suki collected information about opening the Library's bank account.
 - b. According to the library handbook, Suki has learned that because we are a school district public library, she would not be able to serve as the treasurer.
 - i. Steve - It's a good idea to have someone on the board be the finance officer to be a bridge of communication to the school treasurer.
 - ii. Suki cannot sign financial paperwork if she cannot serve as the treasurer.
 - iii. Options - we can hire someone or use the school treasurer - if the school treasurer is amenable.
 1. Dr. Gonzalez - the school treasurer is new to the job and is not sure that she would be able to take that on until she has more experience with her main responsibilities.
 - a. The school treasurer would be paid for her hours working on the library finances.
 - b. Steve - many other schools use QuickBooks to keep finances organized.
 - c. Katy is okay with not getting paid until we have the treasurer figured out. However, there are some expenses we will need to cover that are larger, like our circulation system.
 2. Suki - for banking/financial purposes, what type of entity are we?
 - a. Steve - you are a public library, which will become clear (for the bank) once the charter is approved.
 - b. Dr. Gonzalez - wouldn't we technically be a 501c3?
 - i. Steve - technically no, we wouldn't qualify.
 - ii. Suki - they would need documentation for whatever type of organization we are.
 - iii. Dr. Gonzalez - the library is a non-profit, but not a 501c3

- iv. Suki - we will need something from the state to show this
 3. Abby Bishop, the school treasurer, is invited to the meeting to learn about the role of treasurer for the library.
 - a. Suki explains the role: Payroll (Katy will run payroll but not sign checks), purchasing of books and supplies, and payments to people providing programming. There is an annual report due once a year that Katy would complete with information from the treasurer.
 - b. Abby is interested in taking on the role
 - c. **Motion by Suki to resign as treasurer. Second by Eric. Motion carried 5-0**
 - d. **Motion by Eric to appoint Suki as finance officer. Second by Melinda. Motion carried 5-0**
 - e. **Motion by Suki to appoint Abby Bishop as treasurer. Second by Melinda. Motion carried 5-0**
 5. Oath of office is officiated by Gail Burpee for trustees, financial officer, and treasurer
 - a. Katy will file the oaths with the county clerk.
 6. Library Director Report [August 2023 Library Directors Report](#)
 - a. Katy placed an ad in the Evening Sun for the Library Aid position
 - i. Katy interviewed Amy Guernsey
 1. Michele - according to the library handbook, she will have 30 days to complete the necessary training. How will we accomplish this?
 - a. Dr. Gonzales - she will be able to use the same training programs as school employees.
 - b. Overview of Katy's meeting with Steve Bachman, director of the Four County Library System.
 - i. Steve thinks the proposed pay rate for our library aide is too low.
 - ii. Steve is working on getting library card prices to Katy.
 - iii. Thoughts of the labeling of books - #48 will be at the beginning of each public library barcode, which will differentiate them from the school's collection.
 - iv. They discussed how to get two circulation systems to communicate.
 - v. The public library will have computers available for use. The school computers have firewalls and filtering for student use. A patron's library card used for signing into a computer will dictate filtering, giving adults the choice to have a filtered or unfiltered computer session.
 - vi. Amy Guernsey (or any potential library employee) and Katy would be eligible for the NYSTRS program.
 - vii. There will be no fines, but charges for lost or damaged books.
7. Conversation with Steve Bachman, Director of the Four County Library System
 - a. Suki - asks if we are required to follow civil service rules for personnel hiring.
 - i. Katy's understanding is that due to our size, we are exempt from this.

1. Steve recommends putting in a call to Chenango County civil service just in case. They will ask for a duty statement, which will inform the title. The titles are publicly available.
 - ii. Michele - Katy is the best possible fit for the library director, but legally we need to open the role up to the public.
 - iii. Steve - we can consider Katy a provisional appointment until it's opened up to the public. Katy is willing to take the civil service exam.
 - b. Michele's questions from the board of trustee webinar.
 - i. Question on the budget - what if it gets voted down in a future year?
 1. Dr. Gonzalez - the budget would revert to the previous year's budget.
 - ii. Goals and assessments for the library are required for the board to assess impact.
 1. Steve - the state requires a plan.
 2. Katy has a plan already written. It's very ambitious!
 - iii. Is the website already built?
 1. Katy doesn't have it made yet, but it will be linked to the school website.
 - iv. The webinar covered minimizing chances for fraud. Michele recommends having paperwork for Katy's hours so we have records.
 1. Katy has created time sheets for herself and for the library aides.
 2. Dr. Gonzalez suggests that one of the board members signs off on this, but not the finance officer.
8. Committee Reports
 - a. We currently do not have any committees
9. Old Business
 - a. Our Mission and Vision have been adjusted based on our last meeting
 - b. Applications have been completed. Registration and charter have been sent to Steve Bachman for review.
 - c. Set meeting dates for the year
 - i. August 29th at 6 p.m.
 - ii. Moving forward, we will meet on the 3rd Tuesday of the month at 7 p.m.
 - d. Katie's hours - she will need to move to 20 hours per week in the summer. During the school year, she covers 10 hours of public library hours during her contractual hours and 10 hours outside of the school day.
 - e. Do we want to appoint the Evening Sun as the location to post meeting notices?
 - i. **Motion by Suki to appoint the evening sun as our paper for posting notices. Second by Melinda. Motion carried 5-0**
10. New Business
 - a. Discuss the rate of pay for the Library Aide position
 - i. Michele thinks increasing the rate of pay is a good idea.
 - ii. **Motion by Suki to move the rate of pay for the Library Aide to \$15.00 per hour and changing name of position to Library Clerk if needed. Second by Melinda. Motion carried 5-0**

- b. Library Aide applicant discussion
 - i. **Motion by Eric to approve the hiring of Amy Guernsey to the Library Aide position. Second by Melinda. Motion carried 5-0**
 - ii. Payroll Mate - for employee pay. Katy tried the program with a 30-day trial. It's a program that Dr. Gonzalez has used and recommended. We would need to wait until we have money in our account or reimburse the school for the purchase of the program.
 - 1. Suki prefers to wait until we have dedicated money on September 1st.
- c. Approval of summertime pay for Katy Charles.
 - i. We don't have funds yet, so we will table this for our next meeting.
- d. When will there be money in the public library account?
 - i. Dr. Gonzales - A percentage of the money will be available at the beginning of September. The rest will be later in the fall because it's all based on when tax money comes in. Next year the money will be in by November 2nd.
- e. The school website is being moved to another platform. The library page is not ready yet.

11. Other Items

- a. Open House
 - i. Katy would like this to be the grand opening night for the public library, with lemonade and baked goods. We could have library cards, a bookmark-making station, and a survey for what the kids want to see at the library. We can have a google doc survey for adults.
 - ii. Eric can also have the kids complete a survey through the student government by the end of September.
- b. Dolly Parton Imagination Library Discussion
 - i. Michele would like to get this program started when the library is more settled. The program provides a monthly book delivery for babies to age 5. The books are free, and we would pay for the shipping. We could connect with Headstart to get children signed up.
- c. Dr. Gonzales - there are books at the Georgetown library that have been taken out of circulation. She is working with a few of the classes at OV to build Little Free Libraries to distribute them.

12. Adjournment

- a. **Motion by Terry to Adjourn the meeting. Second by Melinda. Motion carried 5-0**