

**BRONXVILLE PUBLIC LIBRARY**  
**Minutes of the Annual Meeting of the Board of Trustees**

**May 11, 2016**

**IN ATTENDANCE**

*Trustees Present:* Julia Murphy (JM), Sarah Normand (SN), Darcy Kaye (DK), Peter Thorp (PT), Sarah Underhill (SU), Ruth Walter (RW), Susan Finch Moore (SFM)

*Trustees Excused:* Mary MackIntosh (MM), Joe Peddy (JP)

*Others Present:* Gregory Wirszyła (GW), Library Director

**PROCEEDINGS**

The Meeting was called to order by SU at 7:04 pm.

SU distributed the Trustee Handbooks to each trustee present and discussed the contents. The Trustees thanked SU for her work.

A **Motion** was made, seconded and approved unanimously to approve the following **Resolution**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library:

(1) Elects the following Officers for 2016-17:

President	Sarah Normand
Vice President	Sarah Underhill
Treasurer	Ruth Walter
Secretary	Susan Finch Moore

(2) Elects Darcy Kaye as Liaison to the Board of Directors of the Friends of the Bronxville Public Library (FOBPL).

SN made remarks and gave a thank you gift to SU for her service as President of the BPL Board of Trustees. SN reviewed the committee assignments.

**Minutes of the Meeting of April 12, 2016**

The minutes of the April 12, 2016 meeting of the Board of Trustees were approved unanimously.

**Friends Report**

Louis Parks (LP) was unable to attend the meeting, but SN provided a summary of the minutes of the FOBPL's May meeting. FOBPL has \$47,996.55 in checking and \$10,178,07 in savings (before the annual solicitation).

SN reviewed the history of the Trustees' request that the FOBPL "true up" the amounts owed to the Art and Furnishings Restoration and Preservation Fund (Fund) for the years 2012-2015, which total \$10,500. A written request was made earlier this year, followed by a presentation by SN at the March FOBPL meeting. In response to a request for more concrete information about how the "true up" funds would be used, GW prepared a proposal for the FOBPL, identifying several restoration needs in the Burt Gallery. In April, the FOBPL voted to fund the Tiffany clock restoration, largely using funds raised during the annual cocktail party fundraiser, and to fund the FOBPL's 2016 contribution (of \$3000) to the Fund. However, because of an apparent misunderstanding of the uses and purposes for which Fund monies may be used, the FOBPL did not approve funding of the arrears to the Fund because the current balance in the Fund (at approximately \$14,000) is sufficient to fund the appraisal. SN reported that she has had subsequent discussions with LP, and clarified that Fund monies are not limited to the appraisal, but include a wide range of art and furnishings restoration and preservation needs. LP and SN have agreed that SN will re-present the request to the FOBPL at the September meeting.

### **Director's Report**

- GW presented a WLS Summary of Costs. A new WLS funding scheme to be voted upon at the May 19th meeting. New scheme depends on several factors instead of a one size fits all approach. If approved, Bronxville will see an increase of 18.69% in WLS fees over the course of 5 years. Our 2016-2017 budget line for WLS will currently cover the increase for 2017 and most of 2018.
- Sound system upgrade is complete except for purchase of microphones and cables. GW will work with Dick Abramson to purchase these.
- VGA port from wall to projector is not working correctly. A long VGA and HDMI cable will be purchased through WLS to attach directly to projector. Computer speakers have been purchased for sound during presentations.
- Minor problems with Open Systems new alarm. GW will follow up with Open Systems regarding faulty sensor.
- GW reported problems with a younger patron using profanity and eating.

### **Finance**

GW and RW presented the abstract for April. A **Motion** was made, seconded and approved unanimously to approve a total of \$32,472.39 in expenditures for April 2016.

GW and RW reviewed the financial report.

- Budget lines should be at 92% at this stage in the fiscal year
- 9 lines are above 92%; however 4 of those lines (Insurance, WLS-Services, Periodicals, Admin Fees) are one-time payments made during the year. A 5<sup>th</sup> line (Uniform Allowance) is also a one-time payment, however costs rose unexpectedly.
- 2 lines (Water and Building Cleaning) are issues that are under control and due to isolated occurrences.
- The Book line is at 107.41%. The Librarians were asked to only order from the Friends Account on Baker and Taylor, however several items were already on order and have come in in the meantime.

- Building Maintenance is at 98.10% (2016-2017 budget request increases this line to \$52,000) SU reported that the Village Trustees voted on May 9 to approve the Library’s requested operating and capital budgets.

- SU and GW reported on various discussions that had taken place regarding the Library’s capital funding request. After a meeting with the Village Treasurer and Administrator at which it was suggested that previously approved but unspent capital project funds may not be available to the Library and that no capital funding would be available for 2016-17, SU requested a meeting with Mayor Marvin and the Village Administrator.
- At that meeting, attended by SU and GW, the Library received assurances that (1) unexpended capital funds approved by the Village Trustees in prior years remain available for use by the Library, (2) so long as previously approved funds remain available in the appropriate (broadly defined) funding categories, capital funds may be allocated to specific capital projects at the full discretion of the Trustees, and (3) capital funding would be available for the Library’s capital needs in 2016-17 as outlined on the BPL Capital Plan Spreadsheet and detailed in an email from SU to Jim Palmer, Lori Voss, and Mary Marvin 4/1/16.
- Further, Jim Palmer agreed to see that, as requested, the VoB Capital Improvement Program 2014-2020 Report be made consistent with BPL’s Capital Plan Spreadsheet – in terms of broad funding categories, specific projects, and allocated fund amounts.

SN presented resolutions relating to the annual trust draw and caretaker overtime.

**Motions** were made, seconded and approved unanimously to approve the following **Resolutions**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library:

(1) Authorizes the draw of a total of \$15,000 from trusts, divided among the Trusts as follows:

<u>Trusts</u>	<u>Value @ 01/31/16</u>	<u>Allocation* @5%</u>
Hantsche	\$44,684.64	\$2,234.23**
Burt	62,485.73	\$3,124.29
Corbus	4,606.12	\$230.31
Griffel	25,795.57	\$1,289.79
Makkonen	3,868.91	\$193.45
Crispell (acc’d. interest)	17,817.07	\$1,327.19***
Crispell (principal)	<u>53,710.87</u>	<u>\$2,685.54***</u>
<i>Subtotal</i>	<b>\$232,375.15</b>	<b>\$11,084.78</b>
Additional Draw from Crispell Accrued Interest		<u>\$3,915.22***</u>
	<b>Total Draw</b>	<b>\$15,000.00</b>

- (2) instructs the Village Treasurer to charge the Trusts for the above indicated amounts and credit the total draw of \$15,000 to income in the Library Operating Budget; and
- (3) acknowledges that the total draw of \$15,000 exceeds the intended maximum draw of 5%, as noted in the Library Policy on Gifts, Trusts and Funds, by \$3,915.22 and has determined that it is appropriate and desirable to draw this additional amount because of the current budget and economic circumstances presented to the Library and the need to maintain the current level of Library spending, rather than reduce the quality of service to the community.

*Notes:*

- \* Draws should be made by charging a trust's accrued income account, if one exists.
- \*\* No portion of principal of this trust is to be spent on books.
- \*\*\* Income from this trust is to be used for books.

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library:

- (1) Authorizes the Village Treasurer to increase the Yeager Fund by \$1,409.75; the same amount to be offset by a payment by the Friends of the BPL for John Gallucci's overtime costs (caretaker) related to Friends events;
- (2) Authorizes the Village Treasurer to charge the Yeager Fund for \$2,533.38, the amount of overtime expenses associated with the use of the Yeager Room for the year 2015, and to reimburse the Crispell Trust – Accrued Income account by the same amount; and
- (3) Acknowledges that it requests this transfer for the purpose of using Yeager Fund money to cover overtime expense associated with the Yeager Room and for the purpose of reimbursing the Crispell Trust for excess amounts (above the Board's 5% intended draw) it contributed to the Library Operating Budget for the current year.

## **Personnel**

Report made in Executive Session.

## **Facilities**

GW and SU reported on the following ongoing Capital Projects:

- Gutter repair/replacement (see motion)
- Furniture refinishing and reupholstery (GW is gathering estimates)
- Children's Room furniture (see motion)
- Lower Level floor refinishing (see motion)
- Oriental carpet cleaning is underway
- Pondfield Road Entrance Landscaping (GW is gathering estimates)
- Art Collection Appraisal is underway

A **Motion** was made, seconded and approved unanimously to approve the capital project proposal to complete the lower level floor refinishing and accept the proposal of Active Floors of NY for \$7,707.00.

A **Motion** was made, seconded and approved unanimously to approve the capital project proposal (1) to replace the gutters on the Children's Room addition, and to accept the proposal from Nardini Construction for such work, and (2) to perform limited roof repairs as needed, for a total amount of up to \$6,700.

A **Motion** was made, seconded and approved unanimously to approve the capital project proposal to refinish certain Children's Room furniture and accept the proposal of D+D Woodworking for \$1,440.

A **Motion** was made, seconded and approved unanimously to approve the capital project proposal to purchase new Children's Room furniture at a cost of \$14,628.84 as proposed.

#### **IT/Publicity**

There was no IT/publicity report.

#### **Policies and Governing Documents**

SN presented the Annual Trustee Calendar with topics/tasks to be addressed at Trustee meetings throughout the year. Discussion of 2016-17 goals was deferred until the June meeting.

A **Motion** was made seconded and approved unanimously to enter Executive Session to discuss CSEA matters at 9:19 p.m.

A **Motion** was made seconded and approved unanimously to exit Executive Session at 9:27 p.m.

A **Motion** was made seconded and approved unanimously to enter Executive Session to discuss Personnel matters at 9:27 p.m.

A **Motion** was made seconded and approved unanimously to exit Executive Session at 9:36 p.m.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:36 p.m.

Respectfully submitted, Susan Finch Moore