

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

**April 12, 2016**

**IN ATTENDANCE**

*Trustees Present:* Sarah Normand (SN), Sarah Underhill (SU), Darcy Kaye (DK), Ruth Walter (RW), Joe Peddy (JP), Peter Thorp (PT), Mary MackIntosh (MM)

*Trustees Excused:* Julia Murphy (JM)

*Others Present:* Gregory Wirszyła (GW), Library Director; Louis Parks (LP), President of FOBPL

**PROCEEDINGS**

The Meeting was called to order by SU at 7:06 pm.

**Remarks by the President**

SU reviewed the Board's accomplishments over the past 2-3 years, which include: increased financial security; development of a system for requesting and approving capital projects; creation of a discretionary reserve fund to allow unexpended funds at the close of the FY to remain part of the Library's operating budget; new Library branding, including a new website and monthly e-calendar; completion of a comprehensive review of Library policies and amendment of the Library's mission statement; several capital projects; and completion of a director search and hiring of a new director. We also have ongoing efforts with regard to a new CSEA contract, appraisal of the art collection, restoration of Library furnishings, and completing the branding project. While the Board has had to assume a greater management role over the past 2-3 years, successful completion of these initiatives will allow the Board to focus its attention on strategic considerations. The Board expressed its profound thanks for SU's extraordinary leadership as President of the Board.

**Minutes of the Meeting of March 15, 2016**

The minutes of the March 15, 2016 meeting of the Board of Trustees were approved unanimously.

**Friends Report**

There was no Friends report because the Friends were meeting at the same time as the Trustees. GW attended the beginning of the FOBPL meeting and reported that he had proposed that the Friends cover the cost of furniture restoration in the Burt Gallery, using the amounts raised by the FOBPL annual fundraiser (which had been dedicated to furnishings) and the arrears owed to the Art and Furnishings Restoration and Preservation Fund. GW presented FOBPL with the estimated cost of this work, which totals close to \$19000 (including the grandfather clock, discussed below). GW also reported that the Friends appreciated the suggestion to create vendor accounts in the Friends' name to facilitate direct payments.

**Director's Report**

GW noted that the Yeager Room upgrade project is starting next week. The scissor lift for the Projector needs repair; GW is getting estimates. The new security system is up and running, although some glitches are still being worked out.

GW reported that the grandfather clock can be restored. He has obtained an estimate and requested funding from the Friends. GW has also created an FOBPL account with Baker & Taylor. He is attempting to find a similar solution to allow the Friends to pay directly for Kindle content.

After discussion, it was agreed that GW would reorganize the monthly circulation statistics to make them more informative and reduce duplication. He will also prepare comparisons with peer libraries.

GW reported there was a request from a paid tutor to book the board room on a regular basis (2x per week). A **Motion** was made, seconded and approved unanimously to approve this request on a trial basis, provided that the new tutoring policy is publicly posted on the website.

GW is planning to reach out to school librarians to establish a connection.

### **Finance**

GW and RW presented the abstract for March. A **Motion** was made, seconded and approved unanimously to approve a total of \$14,415.85 in expenditures for March 2016.

GW and RW reviewed the financial report. The overspent lines are not new, with the exception of books, for which Friends funding is available.

RW noted two financial reporting issues: (1) in kind donation information (Friends payments) should appear on the last page of the abstract, and (2) the financial report needs to include complete Trust/Fund information. In addition, the revised name of the Art and Furnishings Restoration and Preservation Fund should be used in the report.

GW and SU presented a revised proposed Capital Project Budget for FY2016-17, including a revised Capital Plan and a memorandum from SU to LV to confirm current capital fund balances. The proposed budget will be presented to the Village Trustees for a vote in the next few weeks (along with the proposed operating budget).

The trust fund resolutions were deferred to May.

### **Personnel**

JC got married and the staff threw her a bridal shower. She will have a separate ceremony in May.

### **Facilities**

SU noted that ES is preparing a Capital Project Proposal for children's room furniture for May.

SU and GW reported that they had completed a full-scale assessment of the Library's furnishings to identify restoration needs and priorities. Vendors are currently bidding on restoration projects (including reupholstery, refinishing).

GW reported that he is obtaining estimates for lower level floor refinishing. Funding has been requested as part of next year's capital budget.

GW presented a **Capital Project Proposal** for cleaning of the Library's 16 Oriental rugs.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for to accept the bid of Kashan Rug Gallery to clean and repair 14 of the 16 rugs, for a total of \$22,200, subject the Village's approval of our pending capital fund request for \$20,000 for carpet restoration.

SU presented a **Capital Project Proposal** to proceed with an appraisal of the Library's art and fine furnishings collection.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal to proceed with an appraisal of the art and fine furnishings collection, plus two particularly valuable rugs, for a total amount of \$11,500 (fees and expenses), by Winston Art Group, per proposal of Eliz Von Habsburg.

#### **IT/Publicity**

There was no IT/publicity report.

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

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:

Amends the Bronxville Public Library By-Laws to increase the maximum number of Trustees from nine (9) to eleven (11) to better allow the Board of Trustees to transact Library business. As so amended, the relevant provision of the By-Laws shall read:

The Board of Trustees of the Library (the "Board") shall consist of a minimum of seven (7) and a maximum of eleven (11) Trustees, as appointed by the Mayor and the Board of Trustees of the Village of Bronxville (collectively the "Village Board").

A **Motion** was made, seconded and approved unanimously to approve the revised Trustee Meeting Calendar, which will be posted on the Library's website.

Discussion of the Annual Trustee Calendar was deferred to May.

A **Motion** was made seconded and approved unanimously to enter Executive Session to discuss CSEA matters at 9:29 p.m.

A **Motion** was made seconded and approved unanimously to exit Executive Session at 9:43 p.m.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:43 p.m.

Respectfully submitted, Sarah Normand