

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

June 9, 2016

IN ATTENDANCE

Trustees Present: Julia Murphy (JM), Sarah Normand (SN), Darcy Kaye (DK), Joe Peddy (JP), Sarah Underhill (SU), Susan Finch Moore (SFM)

Trustees Excused: Mary MackIntosh (MM), Peter Thorp (PT), Ruth Walter (RW)

Others Present: Gregory Wirszyła (GW), Library Director

PROCEEDINGS

The Meeting was called to order by SU at 7:05 pm.

Minutes of the Meeting of May 11, 2016

The minutes of the May 11, 2016 meeting of the Board of Trustees were approved unanimously.

Friends Report

DK presented the FOBPL Report discussing the FOBPL meeting of June 7, 2016.

- FOBPL approved \$810 for the Scholastic ScienceFlix database program. FOBPL agrees that database learning is an important trend for the future.
- FOBPL has ordered 500 tote bags with the FOBPL logo on one side and the BPL logo on the other to be sold at the circulation desk for \$3.
- FOBPL has approved some preliminary work regarding the purchase of a new piano.
- FOBPL expressed concern that according to Peter North the cameras are not working in the Yeager Room. GW explained that two of the cameras are working but Peter North wants a third. GW has recommended that Peter North discuss funding of an additional camera with the Village, which sponsors most of the programs he films in the Yeager Room.
- FOBPL has approved \$1,000 to expand its music program for 2016.
- FOBPL has approximately \$38,000 in their checking account though that figure is approximate as their books are currently undergoing the annual audit.
- The Board recognizes and appreciates the new FOBPL newsletter format, which features a new FOBPL logo that complements the Library logo.

Director's Report

GW presented the Director's Report.

- The library switched to summer hours on June 1.
- GW presented the circulation statistics for the year. Circulation up 2% for year. Music is down significantly. Audio books are also down. There was discussion of how CDs and Audio books are declining as people download on OverDrive and Audible. GW noted he has approved additional

funding for OverDrive which can be used for Bronxville patrons. JM noted that some adult patrons have requested the Financial Times. GW will follow up to see if a subscription can be added. GW discussed a request for 3D printers and he has spoken to staff (Jess) who would be interested. GW will follow up. WLS delivery personnel have asked for key and codes for nighttime access but the Board is not inclined to do this.

Finance Report

GW presented the abstract for May. A **Motion** was made, seconded and approved unanimously to approve a total of \$19,497.16 in expenditures for May 2016.

GW reviewed the financial report.

- There is a substantial fund balance for the 2015-2016 year of approximately \$145,000, although that number will decrease as year-end bills are paid.
- SN has asked for a meeting with the Village to discuss retaining the surplus for the library in accordance with NY State Education Law. GW talked with Jim Palmer who suggested that BPL be allotted some of the surplus in a reserve fund but the remainder be moved to the Village's general fund. Last year, SU negotiated retaining \$20,000 in a reserve fund but we need to determine how BPL can access that money.
- FOBPL has not yet transferred the annual \$3,000 contribution to the art and furnishings funds (AFF), although that contribution was approved. There are enough current funds in the AFF to cover the cost of the appraisal.

Personnel

GW has been working on removing non-active PT staff from the list. GW is trying to get a Civil Service workshop on how to handle personnel changes properly. Pat Root tendered her resignation effective July 15, 2016, but she will continue to run her book group and possibly substitute as needed. GW and DK to determine how to fill open position.

The CSEA contract was finalized this week. The Board is very pleased to have reached an agreement so smoothly with the employees and looks forward to working together in the future.

SN presented a resolution relating to the CSEA collective bargaining agreement.

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:

WHEREAS, the Bronxville Public Library ("Library") and CSEA, Local 1000 AFSCME, AFL-CIO, Bronxville Public Library Unit #8216-00, Westchester County Local 860 ("Union") engaged in good-faith negotiations in an effort to arrive at a successor collective bargaining agreement; and

WHEREAS, the Library and Union have reached a three (3) year agreement, effective June 1, 2015 – May 31, 2018, and reduced the terms of such agreement to writing in the form of a Stipulation of Agreement (with attached Exhibits "A" and "B") that was

executed by the parties' respective negotiating teams on May 24, 2016 and June 2, 2016 ("Stipulation"); and

WHEREAS, the Library has been informed by the Union that the Union membership has ratified the parties' Stipulation,

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees for the Bronxville Public Library hereby ratifies and approves the funding for the Stipulation between the Library and the Union, and the successor collective bargaining agreement for the period June 1, 2015 through May 31, 2018; and

BE IT FURTHER RESOLVED, that the President of the Library Board of Trustees is authorized to execute a collective bargaining agreement based upon, and consistent with, the terms of the Stipulation.

Facilities

The Board discussed the following ongoing Capital Projects and other facilities issues:

- Yeager Room Upgrade—SN had a discussion with Dick Abramson (DA) and DA will be ordering all of the microphones and cables approved by the Board except for the headset microphone because it is a delicate piece which will break quickly. GW and DA to discuss an appropriate replacement system for projector and scissor lift and present proposal at July or September meeting.
- Security System— Open Systems added another receiver and is addressing outstanding sensor issue.
- HVAC—Several repairs were completed in the attic. DP Wolfe indicated there are several repairs needed on the HVAC systems. They repaired the air handler and recommended replacing a second air handler's ball bearings. Board to discuss replacing the entire system sooner rather than continuing ongoing costly repairs. DP Wolfe charged \$5,000 in May and the June repairs will cost approximately \$10,000.
- Children's Room Furnishings—some of the new furniture has arrived. The refinishers did the wingbacks on site. The computer table needs additional parts. GW received 3 proposals for possible slipcovers in Children's Room.
 - Staino: \$2850 + \$1,675 for materials
 - Nicole's Interiors: \$2,890 + materials
 - Amy's Interiors: \$6,400 + materials
- Carpets and Furnishings —Half of the oriental carpets are out for cleaning (and in some cases repair) and the other half will go out when the first half are returned.
- Lower Level Floor Refinishing—to be done the first week in August. GW will present plan at July meeting.
- Gutter Repair—repairs are completed. More snow guards are recommended by contractor who will present proposal. Contractor also did minor roof repair.
- The FEMA project has started to use the Pondfield Road side lawn for staging. Contractor was unaware of the library sprinkler system which will need to be capped by contractor.
- Appraisal—SU noted that all of the onsite work has been completed and they are working on the actual physical report. Everything has gone smoothly.
- Landscaping—JP discussed the front landscaping and proposals received from landscapers. Maureen Hackett, a local resident landscape architect, was suggested to JP as a good local

resource for landscape design. SU to contact Maureen Hackett to see if she could provide assistance by giving the library a landscape plan which could be presented to the landscapers. The Board recognizes and appreciates that the Bronxville Beautification Committee is providing flowers for the planters in the front of the library.

A **Motion** was made, seconded and approved unanimously to approve the capital project proposal for Staino to provide the labor to prepare slipcovers for the furniture in the Children's Room for \$2,850.

IT/Publicity

There was no IT/publicity report.

Policies and Governing Documents

SN discussed 2016-17 goals:

Shorter-term goals:

- Complete branding project.
- Assess Library's furnishings restoration/preservation needs, costs and priorities and develop phased plan to address. GW to provide an overview of what is needed and priorities.

Longer-term goals:

- Establish a more formal and routine system for annual review of Director and staff in accordance with the annual Trustee calendar. The Director is reviewed at the beginning of the year and the staff will be reviewed in the fall. DK will be working with GW on that process. SU has material she can provide to help create a review system.
- Improve part-time (PT) staffing system so that PT staff receive more regular and predictable hours with greater advance notice and broader responsibilities where appropriate
- Establish/improve relationship with Bronxville, Chapel and St. Joseph schools, which came up often in the search committee.
- Evaluate whether BPL can/should improve its digital/e-library offerings and/or use of existing offerings and, if so, develop and implement plan. GW to provide a proposal in the next six months, including working with local schools and teaching people how to use the hardware/software.
- Develop creative and relevant adult program offerings. FOBPL is very supportive of adult programming and has indicated it would welcome requests for funding for such additional programming.
- Explore updating furnishings for Young Adult Room.

Next meeting: July 14, 2016, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8:36 p.m.

Respectfully submitted, Susan Finch Moore