

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

**April 6, 2017**

**IN ATTENDANCE**

*Trustees Present:* Katy Barrett (KB), Catherine Bird (CB), Pippa Colvin (PC), Darcy Kaye (DK), Susan Finch Moore (SFM), Sarah Normand (SN), Peter Thorp (PT)

*Trustees Excused:* Julia Murphy (JM), Ruth Walter (RW)

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

**PROCEEDINGS**

The Meeting was called to order by SN at 7:03 pm.

SN welcomed new Board members Katy Barrett, Catherine Bird, and Pippa Colvin. GW is preparing a new board member orientation/visit with the staff.

**Minutes of the Meeting of March 7, 2017**

The minutes of the March 7, 2017 meeting of the Board of Trustees were approved with minor changes.

**Friends Report**

MMager could not attend the Trustee meeting because the FOBPL was meeting at the same time. GW presented the FOBPL Budget for calendar year 2017. FOBPL is budgeting conservatively this year because of the substantially reduced donations in 2016. The fundraising target is \$36,000 (mail and online), which is roughly what the FOBPL raised last year through the annual campaign (excluding the cocktail party). After discussions with GW, FOBPL has reduced the budget line for books, with the understanding that if donations rebound, the book line will be funded as in prior years. The Board noted that the FOBPL has supplemented the Library's book budget for many years, and expressed hope that this year's donations will allow such funding to continue.

**Director's Report**

GW presented the Director's Report.

Circulation statistics have rebounded from the prior month.

GW has repeatedly contacted JP regarding the Katie Welling memorial tree, which appears not to be doing well as a result of the flood mitigation project. GW and SN will follow up again with Village Hall to see what more can be done to protect and nourish the tree.

Mayor Marvin forwarded an inquiry from the owner of Bespoke (a test preparation company located in Bronxville) regarding sponsorship of a Village-wide spelling bee. The staff is enthusiastic about the idea,

and GW and staff will be meeting with Bespoke to discuss. The Board expressed support for the project, which could potentially build connections between the Library and the local schools.

PT suggested that a department head attend the Board of Trustees meeting every quarter to give them an opportunity to share their accomplishments and raise any questions or concerns.

### **Finance Report**

GW reviewed the abstract of March expenditures.

A **Motion** was made, seconded and approved unanimously to approve a total of \$16,854.23 in expenditures for March 2017.

GW reviewed the financial report. Overall the budget is at 76.8 percent, well below where we need to be at the end of March (88.5 for payroll and 83.34 for balance).

### **Personnel**

There was no personnel report.

### **Facilities**

GW and SN will be meeting with Maureen Hackett in the near future regarding the landscaping master plan and phase 1 (Pondfield Road entrance) of the landscaping project, to begin after the flood mitigation project is concluded. DK noted that the Larchmont library has an outdoor chess/checkers/seating area, and we may want to consider something similar.

The annual fire and safety inspection was completed with minor issues corrected, but shortly thereafter Interstate was recalled due to several emergency lights not operating during power outage. GW is following up.

The furniture restoration project is nearly complete for this year. Nicole's dropped off the four Reference Room chairs, and Robert's has five medallion chairs and one table to repair and refinish.

### **IT/Publicity**

There was no IT/publicity report.

### **Annual Meeting**

GW presented annual committee reports summarizing significant initiatives and progress in FY 2016-17, including:

Facilities:

- Yeager Room sound system upgrade
- Persian rug cleaning and restoration
- Furniture restoration project
- Restoration of Tiffany clock funded by FOBPL

- Children’s Room furniture project
- Lower level floor refinishing
- Art appraisal
- HVAC vendor switch

IT/Publicity:

- Getting the word out via e-newsletter, MHTB, Twitter
- Website hits exceeded 100,000
- New stationery with logo

Finance:

- Library operations well within budget
- Smooth, timely budget process with Village
- Vendor changes resulting in lowered costs
- Improved relationship with FOBPL and drawdown of surplus to benefit Library

Personnel:

- CSEA contract renewal
- Transition of Director to permanent position following probationary period
- PR retirement and CU appointment of Head of Reference
- Cleanup of PT list and hiring of PT clerk and librarian
- Administrative assistant transition
- Annual staff evaluation process instituted and completed

The Board expressed thanks and support to GW and the staff for their dedication and many accomplishments over the past year.

The Board discussed Officers and Directors and committee assignments for the following year.

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

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library submits the following slate of Officers of the Bronxville Public Library to the Village of Bronxville for the FY 2017-2018:

President: Sarah Normand  
 Vice President: Susan Finch Moore  
 Secretary: Pippa Colvin  
 Treasurer: Ruth Walters  
 FOBPL Liaison: Peter Thorp

A **Motion** was made, seconded and unanimously approved to approve the **Trustee Meetings Calendar** for the following year.

The calendar will be posted to the Library's website and published in My Hometown Bronxville.

The next Board meeting will be Thursday, May 11, 2017, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 820.

Respectfully submitted, Sarah Normand