

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
April 11, 2019

IN ATTENDANCE

Trustees Present: Katy Barrett (KB), Bob Shearer (BS), Darcy Kaye (DK), Ruth Walter (RW), Kevin Charlton (KC), Catherine Bird (CB), Sarah Normand (SN)

Excused: Susan Finch Moore (SFM), Pippa Colvin (PC)

Others Present: Lia Gravier (LG), Gregory Wirszyła (GW), Ellen de St. Phalle (ESP), Nick Parks (NP)

PROCEEDINGS

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

Friends of the Library Report

LG joined us with an update on the FOBL. The FOBL met Tuesday April 9th and are considering different projects and book purchases to use with the money raised at the successful March fundraiser.

FOBL's next big project is its spring letter soliciting funds from the community for FOBL projects.

FOBL is also putting on a May 2nd event with local mom and soccer maven Emma Clark. They are expecting a good turnout. Ms. Clark will be interviewed about her children's book by local author, soccer maven and mom Andrea Montebello.

Minutes of the Meeting of March 14, 2019

The minutes of the board meeting of March 14, 2019, were unanimously approved.

Director's Report

GW presented his report.

Related to our HVAC work (and specifically the bid process), we've been asked to cut an access panel into the south side of the Yeager room. We will undertake this, and in addition have noted that it would be cheaper and more efficient to close the Yeager room and use it for storage and staging related to the HVAC work. We will have a better idea of the exact amount of time required, but GW anticipates roughly two or three months starting this fall. The board

also discussed the proper phasing of the upcoming HVAC work so as to allow as much the library to remain open as possible.

Following a complaint, GW reached out to Village Building Inspector Paul Taft to assess the handrails leading down to the outside doors in the rear of the library. Mr. Taft reported that our handrails meet code, and that if regularly tightened should not be an issue. GW is taking steps to ensure this regular tightening of the handrails. RW thanked GW for his work in this regard.

GW also discussed steps being taken to address security when a reported sexual predator enters the Library.

Finance Report

A motion was made, seconded and approved unanimously total expenditures of \$26,317.25 for April, 2019.

Financial Report for April 2019 was reviewed. After some discussion, led by GW, it was found to be satisfactory.

Budget Resolution for 2019-2020:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library approves the tentative 2019-2020 Bronxville Public Library Budget in the amount of \$1,397,056. This is a decrease of \$51,274 -3.54%, from the FY 2018-2019 Budget.

Personnel

The board discussed changes made to allow for changes to the remuneration of part-time employees. As such, the Board resolved as follows:

IT IS HEREBY RESOLVED that the Board of Trustees of Bronxville Public Library formally ratify the Stipulation of Agreement signed by the Board President on April 11, 2019, that amends the Collective Bargaining Agreement made between the designated representatives of the Bronxville Public Library and CSEA, Local 1000 AFSCME, AFL-CIO, Bronxville Public Library Unit #8216-00 Westchester County Local 860.

GW stated that in light of the recent resignation of our staff assistant, the Library is seeking to hire a new staff assistant. As the Village of Bronxville has very recently hired a full-time account clerk who can handle financial tasks, Jim Palmer of the Village has suggested that the Library share this new account clerk. GW is agreeable to this idea, and he received the backing of the board to proceed on this basis provided the Library Director and Board can review such sharing arrangement should it no longer fit the needs of the library going forward.

GW noted that the staff has expressed an interest in having a weekend cleaner, and he has a candidate with good recommendations. This part-time cleaner may come in handy when our regular staff takes allotted vacation. As such:

IT IS HEREBY RESOLVED that the Board of Trustees of Bronxville Public Library formally agree that GW is authorized to hire Nicola Di Pietro as a part-time cleaner at a rate of \$16.50 an hour.

Welcome to New Trustees

Ruth Walter (RW) welcoming two new trustees, Nick Parks and longtime Bronxville resident Ellen de Saint Phalle. Both will be meaningful additions to the board.

RW thanked Pippa Colvin for all she has done after two years on the Trustee Board and six years on the Friends Board. We will miss you.

RW spoke warmly about Sarah Normand who is leaving her position as President of the Board after 12 years serving the library on both the FOBL (six years) and the Trustees. She served in several roles including as Treasurer, Secretary, and Vice President before becoming President. Under her guidance the beautiful art showing with the Bronxville Historical Society took place last year. She is an avid reader, consummate editor, and amazing legal mind who always sees things fairly and clearly. We thank her and know that Library will always have a friend in Sarah.

Annual Meeting

2018-2019 Year in Review Committee reports

Facilities

CB said we have had a very busy year in Facilities and all Trustees are pleased that we've gotten approval from the Village Board for our HVAC Capital Project after 18 months of effort from our HVAC Committee, including securing a \$250,000 reimbursement grant from New York State through Assemblywoman Amy Paulin's office. The Library made significant upfront investment in the HVAC replacement project from operating and reserve funds, including hiring an engineer and an architect.

Additionally, the batteries in the art work security alarms were replaced and separate from the library, the Village added a third video production camera in the Yeager Room.

In addition, the FOBPL funded a new projector in the Yeager Room and a new children's desk upstairs.

Finance

BS noted that GW applied for and was awarded a \$14,250 grant from the New York State Library Construction fund which will cover half of the costs for the fan coils that need replacement in the Library attic. We are submitted a final budget to the Village that represents an overall decrease of 3.5 % compared with last year.

Personnel

Darcy Kaye (DK) reports that we've updated our CSEA agreement, and have made salary adjustments to be more competitive in hiring staff. We completed an annual review of Director in January and we've hired a staff assistant and a part-time librarian.

Publicity

SN said that the BPL website update is almost finished, and the updating is in process. KB said that it was helpful to include the librarians in critiquing, since their content is reflected in the website. Lis Herbert is doing the work and we will have a new platform which will be more efficient when it goes up.

SN commended the library staff for increasing our social media footprint. Social media is going well especially with Instagram.

RW thanked all the committees for much hard work and for working so well together. It was a tremendously effective and successful year.

A Motion to approve a Resolution for the Slate of Officers (for the Bronxville Public Library to the Village of Bronxville) for the fiscal year 2019-2020 was unanimously approved.

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library approved the following slate of officers for the fiscal year 2019-20: Ruth Walter, President, Catherine Bird, Vice President, Bob Shearer, Treasurer, Katy Barrett, Secretary, FOBL Liaison, Darcy Kaye.

New Committee Assignments 2019-20

Nick Parks -- IT/Publicity

Ellen de St. Phalle -- Personnel

The next board meeting is scheduled for May 9, 2019 at 7:00 pm in the Board Room.

Adjournment

A Motion was made, seconded, and approved unanimously to adjourn at 8:05 pm.

Respectfully Submitted,

Katy Barrett,
Board Secretary