

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

December 8, 2016

IN ATTENDANCE

Trustees Present: Darcy Kaye (DK), Mary Mackintosh (MM), Susan Finch Moore (SFM), Sarah Normand (SN), Peter Thorp (PT), Sarah Underhill (SU), Ruth Walter (RW)

Trustees Excused: Joe Peddy (JP), Julia Murphy (JM)

Others Present: Gregory Wirszyła (GW), Library Director

PROCEEDINGS

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

Minutes of the Meeting of November 9, 2016

The minutes of the November 9, 2016 meeting of the Board of Trustees were approved unanimously.

Friends Report

DK provided the Friends Report.

- Friends currently have \$10,183 in savings and \$19,431 in checking. They are under budget for donations for the year. They have 390 donors to date but they have fewer overall donation amounts. Friends increased the budget from last year but the total funding raised to date is approximately \$44,000 (including the annual fundraiser) vs \$55,000 for last year. Budget for 2017 might be tight. GW noted that over 300 of the follow-up donation solicitation letters were sent back to the library as undeliverable.
- Several members are rolling off of the Friends board. Margaret Mager will be president of Friends next year.
- For 2017, GW will make a funding request to Friends similar to 2016. Staff have made some additional requests, such as new furniture for the Young Adult room. It was agreed that a YA furniture upgrade will be considered as part of the capital budget process rather than a request to the Friends.
- Friends have arranged for several speakers in 2017, including a speaker on art forgery.

Director's Report

GW presented the Director's Report.

- GW provided a review of the annual Westchester County circulation statistics. There are a total of 38 libraries in the survey. Bronxville is 34th in size and 19th in circulation. The Westchester average circulation is down 5.35% but Bronxville is up 3.6%. PT asked why Hastings' budget is so much smaller, and GW responded that the building is smaller and has less staff, though it is open more hours; Hastings also had construction 2 years ago so the comparison may be skewed.

- Overall, Bronxville is 28th in operating receipts, and 38th in year to year public support (last place), which means Bronxville's budget is the smallest percentage of any town's overall budget. Bronxville is 12th in program attendance and 16th in overall building size.
- GW considers that Bronxville is doing well in comparison to other county libraries. Bronxville has a higher budget but has a larger building. Bronxville has lower minimum weekly hours (because of fewer summer hours) but more staff. GW will ascertain whether staff number reported is accurate. DK requested information on whether other libraries pay third parties for programming or rely on librarians.
- The board considered the comparison report very helpful as a reference tool.
- Bronxville hosted a workshop on how to deal with difficult patrons which was well attended.
- RW requested that the monthly circulation statistics include quarterly comparisons.

Finance Report

GW presented the financial report.

- Overall budget is at 41.50% though the library was projected to be at 50%. Building cleaning line item is higher because carpet cleaning caused a one-time increase. Building repairs line item is up due to a one-time Tietjen payment. Part-time librarian line is at 62.11% which projects out to 130% and while BPL is unlikely to reach that number, the Board should be prepared to be over budget on that line.
- SN reported on the surplus from 2015-2016.
 - According to the Village, the surplus for FY2015-16 is \$26,105, which represents the unspent revenue collected by the Library (e.g., trust funds, fines and room fees). Those amounts have been placed in the Library's reserve fund.
 - NOTE that this figure does not include funds approved by the Village Trustees in the Library's budget but not spent. According to the Village, amounts that are approved for the Library's budget but not spent are never "funded" by the Village, and thus are not part of the Library's surplus at the end of the year.
 - This seems contrary to how the surplus was calculated in prior years. For example, last year after lengthy discussions between SU and JP, the Village agreed to place \$20,000 of the FY2014-15 surplus into a Library reserve fund. That \$20,000 amount was a negotiated subset of the (much larger) end-of-year surplus, and did not represent only unexpended revenues.
 - SN and SU plan to engage with legal counsel and the Village to develop a policy for defining and handling surplus funds at the end of each fiscal year. SN noted that going forward BPL should have an understanding in writing about how surplus money is treated and what the process is to determine this treatment. SN questioned whether the trusts should be drawn down each year when there are surplus funds at the end of the year. RW commented that during the budgeting process there is a lot of built-in excess (such as conservative estimates of fuel prices), and it was agreed that BPL should consider that the Village does give the library a cushion with which to operate.
 - GW noted that according to the Village, if there are excess funds in any budget line during the fiscal, money can be moved from one line to another with GW approval, but a board resolution is required to move funds from one line item to multiple line items.
- JP questioned why the trust fund principal is invaded each year in the amount of approximately \$15,000. SN noted that the board policy is to draw down 5% of each trust up to \$15,000 total. SFM commented that BPL should consider whether to amend the trust policy to replenish trust amounts with any surplus funds at the end of the year. SU noted that the trust policy is in the

Trustee Handbook. The trust policy will be reviewed in connection with BPL's discussions with the Village concerning treatment of surplus funds.

A **Motion** was made, seconded and approved unanimously to approve a total of \$36,469.59 in expenditures for November 2016.

Personnel

- GW reported on personnel. Joann Meehan (JM) is leaving the library December 15, 2016. The Board thanked JM for her outstanding service to the Library and wished her well in her future position. SN and SU will contact JM to arrange an exit interview.
- C Sorenson has officially tendered her resignation.
- Marianne celebrated her 30th anniversary at the library. Erin is returning to the library on December 27, 2016.

Facilities

GW reported on facilities.

- The landscaper cleaned the beds behind the library but most of the plant matter blew back in. GW called the landscaper who quoted \$800 to remove the leaves from the lawn. The Village ended up removing the leaves on the front lawn.
- FEMA project: Steel pipes and borers are being delivered this week.
- All the rugs are cleaned and back.
- HVAC: Clean Air is taking over from DP Wolff. Clean Air was here this week to look at the system.
- FCC (Agent Barker) visited this week and tested whether there was cell phone interference because cell phone signals have been dropping in this area. Situation remains unresolved.
- Porch Room tables and Burt Gallery furniture are back.

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

- Capital Project Proposal for Porch Room Furniture Restoration (Phase 2: Porch Room and Reference Room Chairs). There are a total of 10 matching chairs (6 in the Porch Room and 4 in the Reference Room). Repair of 6 chairs was approved at the November 2016 meeting but one of these approved chairs was not part of this set of 10. Proposal is for repairing and refinishing 5 chairs and reupholstering all 10 chairs. SU recommends using Robert's Gallery and Nicole's Interiors as they have provided quality work in the past and gave a competitive price.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for Phase 2: Porch Room and Reference Room Chairs, and to approve the following **Resolution**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library authorizes the Village Treasurer to pay Robert's Gallery an amount not to exceed \$1200 for the repair and refinishing of 5 dining room chairs located in the Reference Room, and to pay Nicole's Interiors an amount not to exceed \$2040 for the reupholstering of 10 dining room chairs located in the Reference Room, both to be paid out of the following capital project fund: **Furniture Restoration (20152016-0304-7410)**.

A **Motion** was made, seconded and approved unanimously to approve reimbursement of fabric costs to Sarah Underhill, and to approve the following **Resolution**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library authorizes the Village Treasurer to pay Sarah Underhill the amount of \$5514.72 for the purchase of fabric from Calico Corners for the purpose of the reupholstering of various chairs and sofas in the in Bronxville Public Library, to be paid out of the following capital project funds: **Furniture Restoration (20152016-0304-7410)** in the amount of \$4193.84 and **Children's Room Furniture (20152016-0302-7410)** in the amount of \$1320.88.

The Trustees each downloaded books from OverDrive to test the ease of use of digital resources. PT noted that many books are not available.

Next meeting: Thursday January 12, 2017, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8:50 p.m.

Respectfully submitted, Susan Finch Moore