

**FINAL APPROVED 3.15.16**

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

**February 11, 2016**

**IN ATTENDANCE**

*Trustees Present:* Julia Murphy (JM), Sarah Normand (SN), Sarah Underhill (SU), Darcy Kaye (DK), Mary Mackintosh (MM)

*Trustees Excused:* Joe Peddy, Peter Thorp, Ruth Walter

*Others Present:* Gregory Wirszyla (GW), Library Director; Christine Utchel (CU), former Interim Library Director

**PROCEEDINGS**

The Meeting was called to order by SU at 7:09 pm.

SU welcomed GW to his first Board of Trustees meeting, and expressed the Board's thanks to CU for her excellent stewardship of the Library as Interim Director.

**Friends Report**

Louis Parks (LP) could not attend the meeting, but SN presented the following at LP's request:

- The Friends currently have \$10,175 in savings and \$57,796 in checking.
- The Friends have received the Trustees' funding requests (1) to fund half of the Yeager Room A/V upgrade (\$7500) and (2) to true-up funding for the Art Restoration Fund since the last Friends contribution in 2012 (\$13,500, through 2016). The Friends look forward to having SN address these requests at their meeting next month. The Friends will break to Executive Session afterward and debate/vote on the requests.
- Children's Programming and Books/Periodicals are allocated in the Friends budget at \$24,000 per year. GW may want to look at these lines and determine where he would like to see the Friends' funding go in the coming years.
- The upcoming fundraiser is currently at 49 paid attendees. The Friends need a minimum of 200 paid attendees in order to make a meaningful donation toward furniture restoration/repair. SN urged all Trustees to attend.
- LP and GW are scheduled to speak by phone this week regarding the Friends organization.
- The Friends will be reviewing and voting on their 2016 budget at the next meeting.

## Director's Report

CU reported that the Library had been the victim of a telephone credit card scam; GW has contacted the credit card company to reverse the improper charges.

CU reported that the request to use the Yeager Room for a birthday party has been withdrawn.

GW reported that he has been meeting and familiarizing himself with the Library staff, patrons, and policies, as well as Village Hall and local merchants. He is working on the state report due March 1 (which CU had already started) and also starting to work on the FY2017 budget.

## Finance

CU presented the abstract for January. A **Motion** was made, seconded and approved unanimously to approve a total of \$15,559.27 in expenditures for January 2016.

CU reviewed the financial report, noting that (1) the building supplies line is over-budget (LV is investigating) and (2) the non-book and water lines are over-budget but flat from prior months.

SU explained the budget process for FY2017. SU is working on a proposed capital budget. She has asked JP for estimates to replace the HVAC system, which is in year 16 of a 15-20-year lifespan. GW, CU and RW are working on a draft operating budget.

## Personnel

CU reported that JG is back at work and doing well.

## Facilities

CU reported that she is meeting with JG, Dick Abramson and the electricians tomorrow regarding the electrical work required for the Yeager Room sound upgrade.

CU reported that the new security system will be installed in mid-March. Cancellation notice (60 days) has been given to Stanley.

## Publicity

SU is meeting with LH next week to get stationery/business cards printed.

## POLICY REVIEW

The Board discussed a revised **Collection Development Policy**, which included a section on Reconsideration of Materials and accompanying form.

A **Motion** was made, seconded and approved unanimously to approve the revised **Collection Development Policy**.

The Board discussed a revised draft of the new **Mission Statement**, which included revisions to reflect discussions at the last meeting. Further revisions were discussed.

A **Motion** was made, seconded and approved unanimously to approve the new **Mission Statement**.

SU reported that this completes the annual policy review, with the exception of the **Strategic Plan**. The Board expressed thanks to SU and CU for their work on the policy review.

The Board discussed a draft list of holiday closings for 2016, and several changes were discussed.

A **Motion** was made, seconded and approved unanimously to approve the **list of holiday closings** with changes as discussed, subject to legal review. The list will be posted on the Library's website.

#### **Minutes of the Meeting of January 20, 2016**

The minutes of the January 20, 2016 meeting of the Board of Trustees were approved unanimously without change.

#### **Minutes of the Special Meeting of February 1, 2016**

The minutes of the February 1, 2016 special meeting of the Board of Trustees were approved unanimously without change.

#### **Open Discussion**

SU reported that the Library has loaned one of its art works to the Hudson River Museum for its exhibition on the works of artist Jonas Lie, entitled *Oh Panama!: Jonas Lie Paints the Panama Canal*. After a stint at the Hudson River Museum from February 6 to May 8, the exhibition will travel to the James A. Michener Art Museum. The work will return to the Library in November.

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

Respectfully submitted, Sarah Normand