



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

February 13, 2017

IN ATTENDANCE

Trustees Present: Darcy Kaye (DK), Susan Finch Moore (SFM), Sarah Normand (SN), Sarah Underhill (SU), Ruth Walter (RW)

Trustees Excused: Mary Mackintosh, Julia Murphy, Joe Peddy, Peter Thorp

Others Present: Gregory Wirszyła (GW), Library Director, Margaret Mager (MM)

PROCEEDINGS

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

Minutes of the Meeting of January 12, 2017

The minutes of the January 12, 2017 meeting of the Board of Trustees were approved unanimously.

Friends Report

MM provided the Friends Annual Report.

- Friends met last week and will propose a budget next month. Friends to propose a budget the same as last year. Friends will do annual letter campaign and then consider other fundraising opportunities in the fall. RW suggested having a picnic fundraiser when families are back for school.
- GW requested a list of Friends board members to add to the Library website.
- Friends currently has \$21,524.24 in its checking account and \$10,184.85 in its savings account.

Operations

GW presented the operations report.

- FEMA project: Progress has been slow. GW spoke with contractor who is not sure when it will be finished. Completion is dependent on Con Ed at this point, but more voids have been found beneath the surface and need to be filled with concrete.
- Library was closed on Thursday 2/8/17 due to snow.
- Library was almost short staffed 2/11/17 due to weather but was able to open.
- DPW did not get to library to clear walks in time for opening so GW cleared them.

Finance Report

GW presented the financial report.

- Overall budget is at 64.7% and should be at approximately 69%, so BPL is under budget for the year at this point.

- There are several lines that are above where BPL should be at the end of January: 69.23% for payroll lines and 66.7% for the balance. Several, such as WLS Services and Insurance, are one time, lump, or seasonal payments and are not expected to exceed the yearly budget for those particular lines.
- 2017-2018 Budget:
 - The Finance Committee has met and preliminary meetings have occurred with the Village. JPalmer (JP) would like fairly solid budget numbers by early next week. The Village reviews the budget in March.
 - GW reviewed the proposed budget requests and explanations for various line items. SU commented on how helpful it was to see a break out of the various expenses. GW will provide preliminary budget to JP this Wednesday.
 - DK raised the issue of allocating more funding to e-books. GW will do research on the demand for e-books, OverDrive and which books are preferred by Bronxville patrons and possibly increase funding.
 - Final numbers for WLS Finance Model have been approved. BPL's current yearly commitment is for \$47,375.83. The new commitment is for \$59,689.00 (25.99% increase) and will be phased in over the next 4 years. For the FY17-18, BPL's commitment will be \$50,146.31.
- SN, SU and GW will meet and discuss with Village how the surplus is calculated and raise concerns about (1) defining the end of FY surplus to include only Library revenues (trust draw downs, fines, fees) and exclude amounts budgeted by the Village but not expended, and (2) the treatment of surplus funds drawn down from Library trusts. SN discussed how the trust policy had evolved over time, and the Board agreed it would be advisable to consider amendments to the policy in light of the discussions with the Village regarding treatment of surplus budget funds.

A **Motion** was made, seconded and approved unanimously to approve a total of \$40,870.20 in expenditures for January 2017.

Personnel

- AH is working out well.
- JG was out all of last week but feeling better this week.
- MW might be out for a period of time next month.
- JV will be out for a maternity leave starting in August.
- DK discussed GW's request for continuing education on civil service in March and April. The Board expressed support for GW's request to attend this training.

Facilities

GW reported on facilities.

- Nicole Interiors expects to receive the four chairs needing reupholstering from the Reading Room from Roberts Restoration this week.
- SU received a call from Charles Knight's daughter saying she wanted to donate three of her father's drawings which the library had previously borrowed. SU expressed BPL's gratitude for the donation.

Publicity/Outreach

GW reported on Publicity and Outreach.

- @bxvlibrary has 10 followers. BPL will start to follow Bronxville businesses in order to attract a broader audience.
- E-calendar open rates were down in January.

A Motion was made, seconded and approved unanimously to enter Executive Session to discuss the performance of a particular person at 8:37 pm.

A Motion was made, seconded and approved unanimously to exit Executive Session at 8:53 pm.

A Motion was made, seconded and approved to provide a raise for the Library Director in the amount of \$1,500 for FY 2017-18, subject to Village budget approval.

Next meeting: Tuesday, March 7, 2017, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8:56 p.m.

Respectfully submitted, Susan Finch Moore