

FINAL APPROVED 2.11.16

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

January 20, 2016

IN ATTENDANCE

Trustees Present: Julia Murphy (JM), Sarah Normand (SN), Ruth Walter (RW), Sarah Underhill (SU), Darcy Kaye (DK)

Trustees Excused: Joe Peddy, Peter Thorp, Mary Mackintosh

Others Present: Christine Utchel (CU), Interim Library Director; Louis Parks (LP)

PROCEEDINGS

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

Friends Report

LP reported that the Friends currently have \$10,174 in savings and \$56,153 in checking. The Friends received over \$60,000 in donations this year.

LP reported that the poetry and music events in November and December were very successful. The Friends' cocktail party fundraiser, featuring Diana Templeton, will take place on February 26, 2016. Funds from this event will be dedicated to restoration and replacement of Library furniture.

LP reported on three initiatives: (1) website interconnectivity with the Library's website, (2) use of PayPal for donations, and (3) new solicitation software. The paper newsletter will eventually be phased out. The Friends are interested in increasing membership and involvement.

A **Motion** was made, seconded and approved unanimously to enter Executive Session at 7:15 pm to discuss personnel matters. A **Motion** was made, seconded and approved unanimously to leave Executive Session at 7:55 p.m.

A **Motion** was made, seconded and approved unanimously to approve funding for Christine Utchel to take the first course in the **Public Library Administrator's Certificate program**, during spring 2016, at a cost of \$1250, to be funded by budget line 0102 (OT 1.5).

Minutes of the Meeting of December 10, 2015

The minutes of the December 10, 2015 meeting were approved with changes, including correction of the hourly wage for part time clerks (\$14.11/hour, not \$11.11/hour).

Director's Report:

CU reported that a request had been made to rent the Yeager Room and Little Gallery for a children's birthday party. Following discussion, a **Motion** was made, seconded and approved unanimously to approve the request.

CU reported that the staff participated in a safety and violence workshop on January 7, 2016.

CU reported that ES and JC are organizing an art contest and show for children and teens in honor of National Library Week. A **Motion** was made, seconded and approved unanimously to approve the request to hold the art contest and show in the Yeager Room.

Finance Report

RW presented the financial report. The gifts/donations portion of the report does not reflect all Friends funding because the Friends pay vendors directly. LV has advised that information regarding Friends payments to vendors needs to be reported in some way. We have asked the Friends to provide this information so that it can be reflected in the financial report.

RW presented the abstract for December. A **Motion** was made, seconded and approved unanimously to approve a total of **\$38,014.21** in expenditures for December 2015.

Personnel

CU reported that JG will be returning to work within 2 weeks, with restrictions. DU will continue to assist on a daily basis until JG returns, and thereafter as needed.

In light of the anticipated storm, CU and the Board discussed the procedure for closing the library on account of weather. CU will request that DPW clear snow from the walkways during the storm.

Facilities Report

CU reported that she consulted with Vincent Pici regarding electrical work in connection with Yeager Room sound upgrade. The electrical work will not commence until JG returns, given his facilities knowledge.

CU reported that DPWolff repairs last month were over \$2500, and the system is in need of replacement. JP will obtain an estimate of the cost of system replacement in connection with the capital budget process.

CU reported that the children's room door was reinstalled at a cost of \$850, to be funded by capital project funds as part of the broader children's room upgrade project.

CU presented a capital project proposal to replace the current security system, provided by Stanley Security, with a new security system provided by Open Systems Metro. After discussion, a **Motion** was made, seconded and approved unanimously to approve the capital project proposal to replace the existing security system with a system provided by Open Systems Metro, at a cost of \$11,600 for installation plus monthly charges of \$177, with funding to come from the technology category of the capital budget.

Publicity

There was no publicity report.

POLICY REVIEW

A **Motion** was made, seconded and approved unanimously to further revise the **Room Use Policy** to require registration to use the Board Room.

The Board discussed a draft **Mission Statement** prepared by PT. A revised Mission Statement will be presented at the next meeting for discussion and approval.

Executive Session

A **Motion** was made, seconded and approved unanimously to enter Executive Session at 9:00 pm to discuss personnel matters. A **Motion** was made, seconded and approved unanimously to leave Executive Session at 9:30 p.m.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:30 p.m.

Respectfully submitted, Sarah Normand