

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

**January 12, 2017**

**IN ATTENDANCE**

*Trustees Present:* Darcy Kaye (DK), Joe Peddy (JP), Susan Finch Moore (SFM), Julia Murphy (JM), Sarah Normand (SN), Peter Thorp (PT), Sarah Underhill (SU), Ruth Walter (RW)

*Trustees Excused:* Mary Mackintosh (MM)

*Others Present:* Gregory Wirszyła (GW), Library Director, Margaret Mager (MM), Friends of Bronxville Public Library

**PROCEEDINGS**

The Meeting was called to order by SN at 7:02 pm.

**Minutes of the Meeting of December 8, 2016**

The minutes of the December 8, 2016 meeting of the Board of Trustees were approved unanimously.

**Friends Report**

MM, the new President of the Friends, provided the Friends Annual Report.

- Friends currently has \$10,184.85 in its savings account and \$19,870.70 in its checking account.
- Friends had budgeted revenue at \$60,000. To date the Friends have raised \$48,604.
- The number of donors is up, but donation amounts are down. In 2016 there were 418 donors vs 377 donors in 2015, and donated amounts were \$48,604 (2016) vs \$55,555 (2015). The 2016 revenue amount may increase with end-of-year donations.
- Fall mailing response donations dropped by half. Spring went down to \$31,000. A large number of solicitations bearing new addresses from the purchased list were returned; the Friends will follow up with the list provider.
- SN thanked FoBPL for its support and discussed the many great projects the Friends funded in 2016, such as the clock, the piano and half of the Yeager Room sound system upgrade, and all the programming funding.
- PT suggested that FOBPL write a year-end summary of all of the things FOBPL has done and send to donors.

**Finance Report**

GW presented the financial report.

- Overall budget is at 53.14%, which is under budget for the year. General line items should be at 58.4%. Payroll line items should be at 65.4%.

- Building Cleaning is at 88.46% and GW anticipates exceeding this line item for the fiscal year due to additional carpet cleaning. The Librarian Part-time line is at 81.57% due largely to the additional staffing needed upon the retirement of PR.
- PT asked how the end of year budget surplus will be addressed. SN explained that we have outstanding questions concerning how the surplus is calculated and how the Village applies surplus funds. SN and SU plan to meet with Village to resolve and develop a consistent policy.
- GW discussed the trust history. There was a major revision of the Trust Policy in 2009. Prior to 2009, trust funds were drawn down on an ad hoc basis to fund specific projects or expenses (consistent with the terms of each trust). After 2009, a policy was developed to draw down \$15,000 per year from the trusts to contribute to the BPL's operating budget. This policy was put in place during the financial crisis, when the Library's operating budget was facing substantial cuts.
- SN and SU plan to discuss the Trust Policy with Village and the relationship between the Trust Policy and the treatment of surplus funds at the end of each FY. A question was raised whether surplus can or should be used to replenish trusts. PT urged the Board to make sure the trust withdrawals follow trust ethics. SN agreed, and noted that all withdrawals have been in accordance with the trust documents and Trust Policy as adopted by the BPL in 2009. SN expressed thanks to GW for researching the trust history.
- The budget process is about to start for FY2017-18. The Village has not yet developed its budget calendar. GW is starting the new budget proposal based on best estimates. The biggest increase is for WLS. Final numbers for the WLS Finance Model have been approved. BPL's current fiscal year 2016-2017 commitment is for \$47,375.83. Future commitments will be \$59,689 (a 25.99% increase) and will be phased in over the next 4 years. FY2017-2018 commitment will be at \$50,146.31. SU asked why there was such an increase and whether WLS discussed it with the Directors. GW explained the process was discussed extensively among the Directors, who voted on the change (GW was the only Director to vote no). GW noted that one of the largest factors is building size. Factors were ostensibly revised to increase fairness.
- The Building Cleaning line item will also be increased to smooth out the costs for items such as cleaning of carpets and slipcovers. There will be more money in Building Repair than in Building Maintenance.
- RW noted no large DPWolff bill this month, which is a welcome change.

A **Motion** was made, seconded and approved unanimously to approve a total of \$13,051.25 in expenditures for December 2016.

### **Personnel**

- GW reported on personnel. 6 staff members attended the annual CPR training at the Library.
- 3 FT staff members, MP, CU and MW used no sick leave in 2016.
- ES has returned to work from maternity leave.
- JV is expecting a baby, and will be on maternity leave for two months later in the summer. The Board offered congratulations to JV.
- Allison Halloran has replaced JM as Administrative Assistant. Ms. Halloran is a CPA.

A **Motion** was made, seconded and approved unanimously to approve the following **Resolution**:

**IT IS HEREBY RESOLVED** that the Board of Trustees of the Bronxville Public Library supports the Library Director's decision to hire Allison Halloran as part-time Senior Account Clerk effective December 19, 2016 at a rate of \$20.00 per hour.

## **Facilities**

GW reported on facilities.

- FEMA project: Progress has been slow. It is expected that the digging under Midland Avenue will start this month.
- Two hemlock trees were planted by the Village on 12/16/16. A third maple tree was scheduled to be planted but the Village hit a previously unmarked and unknown gas line. The Library remained open while Con Ed worked to secure the gas line.
- HVAC: There was no heat on January 3, 2017. CAQS was called and arrived promptly. A component of the motor on the boiler was damaged and was replaced.
- The Library is operating under normal hours. BPL opened 1.5 hours late due to weather on 12/17/16. 32 other libraries reported either a closing or late opening due to weather that day. GW proposed adopting a new Inclement Weather Policy.

A **Motion** was made, seconded and approved unanimously to approve the new Inclement Weather Policy.

A **Motion** was made, seconded and approved unanimously to approve the Library Closings schedule for 2017.

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

- The Porch Room chairs are back from Nicole's Interiors after reupholstering. Robert's Gallery has now picked up the Reference Room Chairs.
- SN and SU presented a capital project proposal for a landscaping master plan by local landscape artist M Hackett.
  - SN noted that the library grounds are in upheaval given the FEMA Project so it is an opportune time to create a landscaping plan. In addition, the recent experience with the Village's planting of trees on library property underscored the need for a master landscaping plan.
  - SU described the process for obtaining the landscaping plan and its objectives. There would be three zones, allowing for phased landscaping projects. The initial zone would be the Pondfield Road side, which ideally can be completed this spring after the conclusion of the FEMA project. SU noted that the plan would lay out a multi year process.
  - The Village shade tree fund would provide \$6,000 to cover the cost of the master plan. (In lieu of capital funding for landscaping in FY2016-17, the Village agreed that the Library would have access to \$7500 from the Village shade tree fund.) SU asked whether the landscaping plan could be funded out of the library operating budget, but after discussion, it was agreed that using Village shade tree funds was preferable, and the Village has authorized the use of such funds for this purpose.

- GW noted there are funds left in the contingency and lawn maintenance lines, if additional funds are needed for landscaping work in the spring. BPL also has access to another \$1500 in shade tree funds plus a \$1000 directed donation per JP. The Village has already agreed to pay for the lawn repair and tree feeding following the FEMA project. Additional amounts for landscaping will be requested in the library's capital project budget.
- The Board discussed the merits of the plan relative to the current layout. JM stressed the importance of the landscaping to the entire Village.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal to commission a Master Landscaping Plan for the Library by Maureen Hackett, at a total cost of \$6000, to be funded by the Village's General Fund shade tree budget line, A.8560.0430.

### **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.
- Eliza Frost School visited BPL on 12/13/16.
- Bronxville MS is going to come tour the BPL artwork. SU suggested that Jayne Warman be asked to lead the tour if she is available.

A Motion was made, seconded and approved unanimously to enter Executive Session at 8:32 pm to discuss the performance of a particular person.

A Motion was made, seconded and approved unanimously to exit Executive Session at 9:11 pm.

GW's probationary period ends January 30, 2017. The Board agreed the GW shall continue as Library Director at the conclusion of his probationary period.

Next meeting: Thursday, February 9, 2017, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:14 p.m.

Respectfully submitted, Susan Finch Moore