

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

July 14, 2016

IN ATTENDANCE

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

Trustees Excused: Mary MackIntosh (MM), Julia Murphy (JM), Peter Thorp (PT)

Others Present: Gregory Wirszyła (GW), Library Director

PROCEEDINGS

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

Minutes of the Meeting of June 9, 2016

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

Friends Report

There was no FOBPL report as FOBPL did not meet in July. SN noted that FOBPL had expressed concern about video capability in the Yeager Room. At SN's request, Dick Abramson (DA) reviewed the equipment in the Yeager Room. In sum, the cameras in the Yeager Room are in working order. The mechanism which moves the cameras is not as responsive as when it was new, but it still works. Replacement would be a significant cost, as multiple components would need to be replaced, so it will not be replaced at this time.

Director's Report

GW presented the Director's Report.

- Operations. Library is operating under normal conditions. Police were called once for a particular patron who was removing books from shelves; he has not returned.
- Foreign Films--Library will be adding a foreign film series starting in September 2016.
- Financial Times--subscription will be discussed during periodicals meeting in August.
- 3D printer—Jess will follow up with Croton-on-Hudson library which has 3.
- Website—WLS WordPress trainer noticed a number of discrepancies on website so Tessie and Raquel will follow-up to correct.
- Social Media--Planning to start a Twitter page and resume the Facebook page.
- Stationery—New stationery has arrived.
- Jess asked for permission to have her third annual Zombie night around Halloween which also needs to be discussed with FOBPL. Tessie wants to go to a Maker fair in New York City.
- Field Goods, a local vegetable delivery service, wants to use BPL as a drop off center for its fresh vegetable bags. GW will call other libraries who participate to see how it has worked for them.

Need to determine where bags would be stored, staffing and how food would be distributed. Foreign language books—Will purchase books in Spanish, French, German, Portuguese and Russian.

- Circulation--There was a decline in circulation of new books which GW explained as typical of cyclical nature of lending. Music has been declining, but was up recently. The library will be moving new books back to the front of the library.
- E-books—Tessie will contact other libraries to see how they encourage e-books.
- Summer Reading program—There were 145 people at the first event which is great especially since Erin had a shortened presentation to the elementary school due to a school lockdown drill.

Finance Report

RW presented the abstract for June. The largest expense was WLS at \$23,208.33. This number will increase next year. DP Wolfe was also a significant expense.

A **Motion** was made, seconded and approved unanimously to approve a total of \$74,930.86 in expenditures for June 2016.

RW and GW reviewed the financial report. BPL should be at 8.34% and there are currently 4 lines that exceed that amount but in good shape financially. Village did receive \$3,000 from FOBPL for the Art and Furnishings Restoration and Preservation Fund, and the Historical Conservancy paid \$480 for FiOS.

SN noted that there will likely be a surplus for FY2015-16. Last year, SU had discussions with the Village allowing BPL to retain \$20,000 of last year's surplus in a reserve fund consistent with state law. The Village believes the fund balance is not for discretionary spending but for a reserve to be built up over time and used only in extraordinary circumstances. This was not BPL's understanding. There will be additional meetings in September between the Village and BPL once actual surplus amount is determined. HVAC expenses have increased so it may be prudent for BPL to use surplus amount for ongoing repairs to the HVAC system.

Facilities

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

- Yeager Room Upgrade- Scissor lift has been fixed. DA figured out a way to attach HDMI equipment to existing equipment using an adaptor which will be purchased. Sound system upgrade has been completed. GW has received quotes for replacing the projector, but replacement will not be necessary at this time.
- HVAC—Several more repairs were needed in June. GW discussed issues with DP Wolfe and met with their field inspector who discovered an additional major malfunction. One of the four AC units is out of order and has lost its coolant which is a significant expense (\$4,800 for coolant alone). GW spoke to V. Pici about DP Wolfe contract and Pici agreed that the HVAC system may need to be replaced. GW has received a \$3,500 proposal from Werner Tietjen, the original engineer, to evaluate system and provide recommendations.
- Children's Room Furnishings— All furniture except the Yogibos has arrived and the room is looking much better. SU currently evaluating fabrics for slip covers for furniture. Chairs borrowed for the Children's Room from Yeager Room will need to be replaced due to wear.

- Carpets and Furnishings – The Board notes with gratitude that the Underhill family has graciously donated a Meshed Oriental carpet that is now situated in the Little Gallery. GW is coordinating with Pari about returning the first seven rugs that were out for cleaning and repair.
- Lower Level Floor Refinishing—To be done by August 5. Notifications to be posted during the last week of July.
- Sprinkler System--The FEMA project contractor cut into the sprinkler system which they then capped after National Lawn identified the sprinkler locations.
- Appraisal—SU provided a general summary: the appraised value of the entire collection increased by approximately 3.8% since the 2008 appraisal. The reappraisal was a worthwhile status check, and the collection has stayed steady in value. The Board is grateful to SU for her efforts on the appraisal and also thanks the FOBPL for its generosity in funding the appraisal.
- Landscaping—SU in contact with Maureen Hackett regarding landscaping project.

A **Motion** was made, seconded and approved unanimously to approve a total of \$3,500 in expenditures for Werner Tietjen to perform a system evaluation and to evaluate additional vendors to service HVAC when DP Wolff contract expires in December 2016.

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

IT IS HEREBY RESOLVED that the Bronxville Public Library Board of Trustees accepts the gift of a Meshed Oriental carpet, 10'8" x 14', with an appraised value of \$10,500, from Sarah and Robert Underhill of 35 Dusenberry Road, Bronxville, NY.

IT/Publicity

GW reported that the new stationery has arrived and provided samples for the Board to see.

Personnel

Patricia Root is retiring on July 15, 2016. On behalf of the Board, GW will give her a Bill Dowling print of the library and a note of appreciation from the Board.

GW reported on his ongoing efforts to trim the PT employee list to active employees. One PT employee was sent a request to resign and did not respond, so he has been deemed resigned in accordance with the civil service rules.

A **Motion** was made, seconded and approved unanimously to enter Executive Session to discuss personnel matters at 9:07 pm.

A **Motion** was made, seconded and approved unanimously to exit Executive Session at 9:21 pm.

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

IT IS HEREBY RESOLVED that the Bronxville Public Library Board of Trustees appoints Christine Utchel as Head of Adult Reference, Technology and Patron Services at a salary of \$61,000 effective as of July 18, 2016.

Next meeting: September 8, 2016, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:23 p.m.

Respectfully submitted, Susan Finch Moore