

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

June 8, 2017

IN ATTENDANCE

Trustees present: Katy Barrett (KB), Catherine Bird (CB), Pippa Colvin (PC), Susan Finch Moore (SFM), Darcy Kaye (DK), Julia Murphy (JM), Sarah Normand (SN), Peter Thorp (PT)

Trustees excused: Ruth Walter (RW)

Others present: Margaret Mager (MM), President of the FOPBL, Gregory Wirszyla (GW), Library Director

PROCEEDINGS

The meeting was called to order by SFM at 7.05pm

Minutes of the Meeting of May 11, 2017

The minutes of the May 11, 2017 meeting of the Board of Trustees were approved without change.

Friends Report

M Mager presented the Friends Report. Since our last meeting \$5000 has been received in donations. After a second mailing the Friends expect to meet their budgeted level of donations. An email is going to be sent to those who donated last year but have not yet donated this year. The Friends are looking for a treasurer. Thirteen people have been approached so far, but none has agreed to take on the role. It was suggested that the Bronxville Senior Citizens may have a member who is retired and would have the skills to take on the position. It was suggested that SN may be able to look in to that. Raquel Frenchman (who used to work at the Bronxville Public Library) is going to be talking to the Friends about "Novel Night", an event that has been a great success at the library in Rye. The Friends have been invited to provide a table at the kick-off of the Summer Reading Program.

Directors Report

GW presented the Director's Report.

A collection was held at the library for a donation to a soup kitchen in memory of Cynthia's mother who died tragically last year (Cynthia used to be a part-time clerk at the library). E-book training with Tess is reported to be going very well.

Jim Palmer (JP) has been looking into having the trees taken care of following disturbances as a result of the FEMA project. The work will take place soon.

Finance Report

GW presented the finance report.

Several lines are above where they should be at the end of May; currently showing 100% for payroll lines and 100% for the balance.

Personal Services are at 101.82%, with a variance due to breakage (LV), as reported last month. This is only over by \$100.

Building Cleaning is at 103.85% and Building Repairs at 112.02%. Several of these items were paid out of this line as opposed to Building Maintenance, which will happen next year.

Current expenditure is approx 91.2% of budget. The current surplus is \$141,433.35 (less the FOBPL contribution lines of \$124,633.35.)

Savings have been made this year as a result of losing Pat as a full-time employee and switching the HVAC repair company. GW may have to negotiate with the Village to see how much of the surplus the library can keep. It is intended that some of the surplus goes to a cost analysis for the new HVAC system (which will cost \$5000-\$10,000). MM pointed out that the Friends contribution to the Library will be down substantially this year. Last year the Friends contributed over \$60,000 to the Library and this year will contribute closer to \$20,000. This reflects the funds raised plus the draw down of the Friends bank balances to support \$20,000 of one time library expenditures, \$20,000 for library programming and \$20,000 for books (all figures are approximate). Reflecting a reduction in support from the community via the annual appeal, the fundraising in 2017 will only support approximately \$20,000 for library programming. The Friends are budgeting \$0 this year for the purchase of books, or one-time expenses, a decline of \$40,000 compared to last year.

Two large payments were made this month for rug pads, and a donated rug was cleaned. Together these cost \$4350. Going forward 2-3 rugs will be cleaned each year.

A **Motion** was made, seconded and approved unanimously to approve a total of \$ 33,672.33 in expenditures for May 2017, broken up as:

Library Operating budget: \$31,172.23

Trusts/Capital Funds: \$2500 in expenditures for May 2017.

Personnel

Jess has been nominated by library patrons for the 'I Love My Librarian Award'. The prize is \$5000. PN suggested putting an announcement in MyHomeTownBXV.

Facilities

Interstate Fire and Safety have been in to replace the batteries in the emergency lights. They charged for the batteries only. White Electric will be coming in soon to replace four fixtures and the emergency ballasts in the 22 fluorescent lights. The total cost will be \$6950. This was the lowest of three quotes. GW is looking into finding a company to replace Interstate Fire and Safety.

Several books have been going missing from the Express Fiction area. The display will be temporarily moved from its current location at the front of the library to see if that helps.

JP has been in touch with Montesanto regarding the seeding around the library. They will be giving the library a credit due to the poor quality of the work.

SN and GW met with Maureen Hackett to talk about the master plan for the library grounds. She has many very good ideas, and will be putting together a wish list by the fall. Work will begin on the Pondfield Road side. The cost for her master plan is \$6000. JM suggested asking Joe (Petty?) if he would like to be involved; she also suggested that we look into finding the original plans from the 1940s for ideas and inspiration.

Julie C at the VH is looking in to replacing the current phone system with a VIOP system. Two vendors are looking into providing one package for the VH and library, which would reduce monthly phone costs.

Calgi, who worked on the VH HVAC system 10 years ago, came to look at the library's current system and met with the HVAC Committee. Calgi noted that the library would be well-suited to a geothermal system, and suggested getting rid of the oil burner. The geothermal system at the VH was viewed and seen to be very clean. The next step is a cost analysis to compare a traditional system versus a geothermal system. How long it will take to recoup the costs of installing a geothermal system will be considered. The time-line for this project will be discussed at the July meeting with further discussion in September.

The Medallion Chairs have been repaired and the Pie Crust Table is currently under repair. Robert's Gallery submitted a more expensive quote than two other companies, but are considered to be by far the best company to use for this type of work. The total cost of the repairs is \$2250. Most of these costs will come out of last year's budget.

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 authorizes the Village Treasurer to pay Robert's Gallery the amount not to exceed \$1825 for the repair and refinishing of one "pie crust" table and the repair and refinishing of 5 chairs located in the Browsing Room; and to pay Nicole's Interiors an amount not to exceed \$375 for the reupholstering of 5 chairs located in the Browsing Room, to be paid out of the following capital project fund: **Furniture Restoration (20172018-0301-7410)**.

MM asked when the Friends should pay the money from the Art and Restoration Fund (to which the Friends put \$3000 each year). SN indicated that it can be paid to the Trustees at any time.

IT/Publicity

SN met with Ann Poorman and Mayor Mary Marvin. They were very interested to hear the latest news from the library. They talked about the new HVAC system and e-readers. The Mayor was extremely interested and supportive. She asked that the Trustees give a presentation to the Village Trustees in September.

JM suggested getting young people involved in giving ideas regarding the library as a form of community service.

PT noted that the survey of library patrons will be ready to send out in mid-September.

SN suggested the Erin and/or Jess come to a Trustees meeting soon to give departmental presentations. GW noted that an evening meeting may not suit them, but this will be discussed further.

PT described a visit he had taken to a plant nursery to choose flowers for the planters at the front of the library. They have been planted recently and make a great addition to the approach to the front door.

The next board meeting will be Thursday, July 13th at 7pm.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8.10pm.