

FINAL APPROVED 4.12.16

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

March 15, 2016

IN ATTENDANCE

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

Trustees Excused: Joe Peddy, Peter Thorp, Mary MackIntosh

Others Present: Gregory Wirszyla (GW), Library Director; Louis Parks (LP), President of FOBPL

PROCEEDINGS

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

Minutes of the Meeting of February 11, 2016

The minutes of the February 11, 2016 meeting of the Board of Trustees were approved unanimously.

Friends Report

LP reported that the Friends currently have \$10,176 in savings and \$55,387 in checking. The fundraiser grossed over \$11,000, and the Friends are hoping to net \$6000-7000 to donate for furniture restoration. The Trustees thanked the Friends for a wonderfully successful (and fun) fundraiser.

LP reported that at their March meeting, the Friends voted to approve the Trustees' request to fund 50 percent of the Yeager Room sound upgrade project. The Trustees expressed their thanks to the Friends for sharing the funding of this project.

LP reported that at their March meeting, the Friends also approved the Trustees' request to broaden the conditions and uses of the Art Restoration Fund, and to rename it the Art and Furnishings Preservation and Restoration Fund. At their April meeting, the Friends will vote on the Trustees' request to "true up" their annual donations to that Fund. (The Trustees have requested \$10,500, to true up the annual contributions of \$3000 from 2012, the last year the Friends contributed to the Fund, through 2015). The Trustees thanked the Friends for broadening the uses of the Fund monies to include preservation and restoration of the Library's furnishings as well as the art collection.

LP reported that the Friends are working on book bags to give to donors and for other uses. LP agreed that the Friends will coordinate with Lis Herbert to ensure consistency of design (e.g., logo, typeface). LP hopes to bring a prototype to the next meeting.

Director's Report

GW presented the Director's report and answered questions. The Village is donating a Japanese maple tree to the Library, and it is in the process of being transplanted to the area in front of the Library.

GW noted that the website had 10,980 hits in February 2016, and the e-newsletter had an open rate of 36.2 percent in February 2016.

GW is working with LP to identify more efficient ways of having Friends make payments to book vendors.

Finance

GW and RW presented the abstract for February. A **Motion** was made, seconded and approved unanimously to approve a total of \$22,764.64 in expenditures for February 2016.

GW and RW reviewed the financial report. The overspent lines are not new, with the exception of books. GW will work with LP to access Friends funding for books.

GW and SU presented a proposed Capital Project Budget for FY2016-17. Among other things, the proposed budget addresses the need to replace the HVAC system over the next ten years. Although the project will be sent out for competitive bidding, based on DP Wolfe estimates, it will cost \$430,000 to replace the entire system. The proposed Capital Projects Budget therefore includes a request for \$60,500 per year for the first three years, and then \$25,000 per year thereafter, over a 10-year period. GW is also applying for grant funding available from the State for capital projects (up to 50 percent).

A **Motion** was made, seconded and approved unanimously to approve the **Capital Project Budget for FY2016-17** for submission to the Village, with contingencies as discussed with regard to (1) lower level floor refinishing, and (2) carpet cleaning and restoration, which will be finalized based on estimates still to be received.

RW and GW presented a proposed Budget for FY2016-17 in the total amount of \$1,426,000, representing a 1.56 increase over the FY2015-16 budget (much of which reflects the fact that Friends donations are now reflected in the budget, per LV).

A **Motion** was made, seconded and approved unanimously to approve the Budget for FY2016-17 for submission to the Village.

The trust draw resolutions were deferred until next month.

Personnel

There was no personnel report.

Facilities

Yeager Room Sound Upgrade: GW presented a revised Capital Project Proposal, which reflected three bids for the necessary electrical work. After discussion, the Board decided to accept the bid submitted by White Electric. With this bid, the total cost of the project would be \$14,379, which is within the

estimated cost of \$15,000. GW noted that the painting (patch work) likely can be done by part-time caretaker DU.

A **Motion** was made, seconded and approved unanimously to approve the revised Capital Project Proposal for the Yeager Room sound upgrade, to include electrical work to be performed by White Electric at a cost of \$1800.

Security System Upgrade: GW reported that they had a walk-through this morning. It will be necessary to have the artwork professionally uninstalled and reinstalled; an estimate for this work is being obtained.

IT/Publicity

There was no IT/publicity report.

Policies and Governing Documents

Proposed Bylaw Amendment: SU proposed an amendment to the Bylaws to allow a maximum of 11 Trustees, up from a total of 9. The Trustees agreed that the proposed amendment will be submitted for a vote at the next meeting.

A **Motion** was made, seconded and approved unanimously to approve the following changes to the Art Restoration Fund: (1) the name of the Fund is changed to the *Art and Furnishings Preservation and Restoration Fund*, and (2) the conditions, uses and restrictions are revised as follows:

Conditions, Uses and Restrictions: The fund is to be used for the framing, display, maintenance, restoration, repair, and appraisal of the Library's art collection and furnishings. The Director and Trustees may appeal to the Friends for other use of the fund monies as long as it relates to the art collection and furnishings (e.g., replacement of furnishings). The Director and Trustees may also appeal to the Friends for monies exceeding the fund balance for projects relating to the purposes described by the fund.

Open Discussion of Library Matters

The Trustees discussed a draft list of meeting dates for April 2016-April 2017. A revised list will be presented at the next meeting.'

The next Trustee meeting is April 12, 2016, at 7:00 p.m. This is a change from the original date.

A **Motion** was made seconded and approved unanimously to enter Executive Session to discuss CSEA matters at 9:08 p.m.

A **Motion** was made seconded and approved unanimously to exit Executive Session at 9:20 p.m.

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

Respectfully submitted, Sarah Normand