

**Bronxville Public Library Board
Minutes of the Meeting of the Board of Trustees
November 17, 2018 3.30 pm**

Trustees present: Bob Shearer (BS), Catherine Bird (CB), Pippa Colvin (PC), Ruth Walter (RW), Sarah Normand (SN), Susan Finch Moore (SFM)

Excused: Darcy Kaye (DK), Katy Barrett (KB), Kevin Charlton (KC)

Others Present: Greg Wirszyła (GW) Library Director (via phone), Margaret Mager, FOBPL Chair

PROCEEDINGS

The meeting was called to order by RW at 3.30pm

Minutes of the Meeting of October 11, 2018

The minutes of the October 11, 2018 meeting were approved unanimously, with a minor correction to be made and the minutes re-distributed.

Friends of the Library Report

The FOBPL are still on track to give the library a \$3,000 monthly contribution. Another major gift, the new librarian's desk in the Children's Room, is on schedule for installation, and at RW's suggestion, details of the new desk thanks to a contribution from FOBPL will be publicized in MyhometownBronxville.

A fundraising and shopping event will be held at the JMcLaughlin store in Bronxville on November 30th. 15% of proceeds will benefit FOBPL.

On January 8th, Ann Goldstein, translator of the Elena Ferrante Neapolitan series, will be giving a talk, in collaboration with Concordia College.

A FOBPL fundraising party will be held on Friday March 8th 2019.

A donor solicitation letter went out last week, targeting any lapsed donors.

The first annual FOBPL book sale raised \$499, which was above expectations.

Director's report

It was noted that the Holiday lights have been lit on the Welling tree.

RW pointed out that the website statistics are slightly down. GW commented that this was just an aberration. Noting the high number of Instagram followers the library has (963), SM suggested that the Friends use the account to publicize their events.

SN described her great experience getting a library card for her 8 year old daughter recently.

Finance report

GW would like to move forward again with repairing various chairs and tables in the library. The repair specialist, Robert's Gallery, is currently moving, but once he is re-established GW will be sending over items for repair.

A **Motion** was made, seconded and approved unanimously to approve expenditure of \$25,200.08 for the month of October 2018.

GW explained that the library finances are on track with payroll lines at 42% and the general fund at 38.5%.

GW expects funds to remain in certain budgetary lines at the end of the year in May 2019. He would like to use those funds to pay for specific items required by the library, and will find out from Lori how to go about this. It is likely that money will need to be transferred between lines subject to approval from this Board and the Village Treasurer.

Review progress against goals

Various goals for the year were set in May, and their progress was assessed.

Short-term goals

Library signage to be completed

Lis Herbert had been working on signage for the library. This has not been implemented yet, however SN agreed to ask LH for the new signage she has prepared so that it can be used wherever possible in future updates. GW is going to point out to the library staff that the logo developed several years ago should be used whenever possible.

Complete CSEA contract

The CSEA contract has been completed but is not yet signed.

Stream-line the website and make more user-friendly

Regarding the library website, SN has sent comments back to LH, who will be providing another draft by the December meeting. GW, SN, KB and the library staff will then discuss. The aim is to have the website finalized by April 2019. MM asked GW to take the Friends into consideration as the website comes together. MM noted that she would like to be sure that the Friends page can easily be dropped in. She pointed out that 1/3 of Friends donations are made on-line.

Longer-term goals

Develop creative and relevant adult program offerings

GW explained that adult groups are very well attended.

SN pointed out that three new clubs were identified in the librarians' report - Reading Buddies, Book Clubs in the Children and Teen departments and Slime Club - highlighting how creative and thoughtful these ideas are.

Explore YA facilities in other libraries

Jess has visited other libraries on Long Island and has obtained ideas from such visits.

Making a donation to the YA Room from the Friends upcoming fundraising party was discussed. Specific items will be discussed with the facilities committee, and a list provided so that the Friends can highlight what money is being raised for.

HVAC System
See below for update

Landscaping
The landscaping master plan is on hold pending the HVAC replacement project, but RW will continue to update Maureen Hackett on developments.

Committee reports

Facilities

HVAC committee update

The HVAC committee met with Cathy Draper (who works with Assemblywoman Amy Paulin) yesterday, and the Assemblywoman has pledged to seek a substantial New York State grant which will be reimbursed to the Village once the project is complete. These funds are subject to the granting authority and are not guaranteed.

GW suggested other grants may be available such as a bullet grant. The library will need to determine a specific item that a potential bullet grant could pay for. Commitment is also needed from the Village in order to receive these grants. GW is going to request details from the Village by the December meeting. SN pointed out the necessity of having a definite and ambitious schedule. By March 2019, details of what has been spent and all final figures should be established.

A **Motion** was made, seconded and unanimously approved to enter Executive Session to discuss CSEA matters at 4.23pm.

A **Motion** was made, seconded and unanimously approved to adjourn Executive Session at 4.31pm.

A **Motion** was made, seconded and approved unanimously to adjourn the meeting at 4.31 pm.

The next board meeting will be held on Thursday, December 13, 2018, at 7pm in the Board Room.

Respectfully submitted,

Pippa Colvin