

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

**November 9, 2016**

**IN ATTENDANCE**

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

*Trustees Excused:* Darcy Kaye (DK), Julia Murphy (JM), Mary Mackintosh (MM)

*Others Present:* Gregory Wirszyła (GW), Library Director

**PROCEEDINGS**

The Meeting was called to order by SN at 7:04 pm.

**Minutes of the Meeting of October 13, 2016**

The minutes of the October 13, 2016 meeting of the Board of Trustees were approved unanimously, with the comment that a revised motion regarding the Burt Gallery furniture restoration will be made at this meeting.

**Friends Report**

Louis Parks (LP) provided the Friends Report.

- Friends have \$25,289 in the checking account and \$10,183 in the savings account.
- Re annual solicitation: Last year Friends had a total of 380 donors for \$53,575, and so far this year there are 355 donors for \$40,314. In 2015, the fall solicitation raised \$13,000 so hopefully this year will be equal to last year after the fall solicitation. Budget for 2016 was \$60,000 but is unlikely to be met.
- Friends is streamlining its electronic solicitation and newsletter. It is trying to figure out how to transition more to online, but will still have paper newsletters at the library and donors can check whether want to receive a paper copy. Friends continues to be concerned about the calendar which is time consuming to produce.
- LP reminded everyone that they would like to see more trustees at the events. Friends hosted a play on Sunday with 40-45 attendees which was wonderfully done and has a couple more events planned in December including an *acapella* group.
- Evites seem to be working well. Friends would like to find one central place to send out information and event notices.
- LP will be stepping off the Board in January (along with Pippa Colvin and Sarah Walker) so will be proposing a new slate in December and then the new group will take over. Ellen Politti will replace Pippa Colvin. Friends will add one other person because the treasurer, Jean Barish, needs to step down. Jennifer Gordon will work with Leah on all of the solicitation work.

- PT asked how Friends works with the senior organizations in town. LP discussed what had been offered last year but noted there had been little interest from Gramatan Village. SN encouraged him to reach out to the Bronxville Seniors which meets at the Reformed Church.
- SN asked some questions about year-end finances so there is not a repetition of last year's leftover money. Friends will have some new line items such as increasing its technology budget. Budgeting is normally done in February so BPL needs to get requests in by January. SN requested an annual Friends report to the BPL Trustees in January summarizing the many accomplishments of the Friends in the prior year. Friends has an independent tax preparer.
- PT gave thanks to LP for all of his excellent work.
- SU wondered whether BPL had a request list for Friends. RW suggested new library cards with the new BPL logo. SFM suggested refurbishments for Teen Room. SU suggested brainstorming ideas for what the Teen Room might need. Other ideas included more money for e-books and more adult programming. GW will work with Trustees and staff to develop a wish list for the Friends.

### **Director's Report**

GW presented the Director's Report.

- Circulation statistics. Circulation is down 8% from October 2015. The state compares to prior 5 year intervals.
- Wireless use down 20% from last year at this time.
- PT requested a year to year comparison of circulation statistics so not skewed by single month changes. SN noted usefulness of annual WLS Systems statistics review which will now occur annually in December (not May as was done this year).

### **Finance Report**

GW presented the financial report.

- Payroll (FT librarian) is at 42.3%. Part-time is up 51.43% due to PR's retirement and ES maternity leave. Full-time line has decreased due to PR retirement.
- Personnel services (FT clerk) line is 43.91%. Payroll lines are skewed because they did not account for accrued payroll reversals which will be reflected in the November 2016 report.
- Had an increased water bill related to the water line that comes from the building. Possibly a toilet running over the weekend and a faucet left running overnight. Have not yet received the bill for this period so not reflected in current numbers.
- Building repairs line is above normal due to one-time payment to Tietjen.
- AFRF line includes the Art & Furniture Restoration and Preservation Fund.
- Overall budget in good shape having expended 35.14% of budget.
- SU noted that BPL would need another art reappraisal in 2021 (every five years).
- Increasing Overdrive e-book offerings to increase demand.

A **Motion** was made, seconded and approved unanimously to approve a total of \$42,458.96 in expenditures for October 2016.

### **Personnel**

- GW reported that the staff evaluations are complete.

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 support the Library Director's decision to hire Celeste Fraioli as a part-time Clerk effective November 5, 2016 at a rate of \$15.65 per hour.

## **Facilities**

SU discussed the landscaping proposal from Maureen Hackett. SU noted that MH is very civic minded and concerned about overall landscape design. MH is very interested in working with the library in conjunction with the Village Hall, in particular doing a master plan which can be implemented over time. Proposed \$6,000 for master plan with some additional cost for oversight of landscape installation. RW suggested obtaining cost estimates for the whole plan to do a proper analysis. SU will discuss further with MH to determine phases and possible budgets.

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

- Porch Room Furniture Restoration Phase 1. Nicole Interiors will start Porch Room furniture when done with the Burt Gallery furniture. Fabric has been purchased for all of the re-upholstery. SU will get fabric for dining chairs. RW thanked SU for her work on obtaining the upholstery work and fabric. RW suggested a reception to celebrate the newly restored furniture. SU added that in the Reading Room there will be some repair and replacement of the dining room chairs and the tops of the tables will be refinished. SU is working on updating the book which includes fabric samples and descriptions of the work done on each room.
- SU will write articles for Myhometownbronxville.com describing the refurbishments and featuring the vendors used.
- GW requested a lock on the board room door so that individuals must come to the circulation desk for access.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for the Porch Room, and 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 Nicole's Interiors the amount of \$2,340.00 for the reupholstery of two club chairs and two Martha Washington Chairs for the Porch Room, to be paid out of the following capital project fund: Furniture Restoration (20152016-0304-7410).

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for the Burt Gallery, and 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 Nicole's Interiors the amount of \$3,550.72 for the reupholstery of the sofa and wing chairs located in the Burt Gallery, and to pay Robert's Gallery the amount of \$3,275.00 for the refinishing of the wood work of several items located in the Burt Gallery, both to be paid out of the following capital project fund: Furniture Restoration (20152016-0304-7410).

GW presented a Capital Project Proposal for the second phase of refurbishment of the Porch Room furniture.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for the Porch Room Refurbishment Phase II, and 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 of \$2,925.00 for repair and refinishing of 6 dining room chairs (2 with arms) and refinishing the library table located in the Porch Room, to be paid out of the following capital project fund: Furniture Restoration (20152016-0304-7410).

JP discussed the bids for the HVAC maintenance. Four bids were received ranging from \$5,880 to \$37,000. Clean Air Quality Service (CAQS) bid at \$5,880. GW met with VPici who wanted to make sure bidders were paying prevailing wage and suggested library should wait until new system installed to change maintenance contractors. GW checked CAQS references which were favorable and confirmed that CAQS pays prevailing wage. GW also met with WBallard and met with JPalmer for approval of new contract with CAQS. GW will send D.P. Wolff written notice that the BPL will not renew their contract. HVAC Committee recommends CAQS contract.

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 has decided not to renew the Library portion of the HVAC Service Contract with D.P. Wolff and will accept the proposal from Clean Air Quality Service (CAQS) of a one-year Service and Maintenance contract at the cost of \$5,880. The Agreement with CAQS will become effective at the termination of the D.P. Wolff Contract ending 12/31/16.

#### **Mid-Year Review of Progress toward Goals**

- SN noted the short term goals completed: CSEA Contract, Friends liaison, furnishings restoration plan.
- SN noted the longer term goals completed: system for annual staff performance reviews (full-time and part-time). GW also noted cleaned up employee rolls, hired PT librarian, sorted weekend work, and assigned staff to write articles and manage Twitter account.
- Re outreach to schools: GW noted that St. Joseph's has toured the library, and Eliza Frost plans to visit. The library coordinated with the Bronxville School to make summer reading titles available, sent press releases regarding databases to schools and attended the meet-and-greet at the Bronxville School.
- Re digital offerings, the library contributed an article to MHTB re downloading books, is planning a senior's event in the winter or spring and offers weekly training on downloading books. This area may require more consideration on how to expand or improve. Board members to test how easy it is to download books from the library's website using available instructions, to provide feedback to staff.

A **Motion** was made, seconded and approved unanimously to enter Executive Session to discuss CSEA matters at 9:10 p.m.

A **Motion** was made, seconded and approved unanimously to exit Executive Session at 9:17 p.m.

SU noted that the Bronxville Historical Conservation Award Committee solicited nominations for the conservation of the art at the library.

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

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 9:19 p.m.

Respectfully submitted, Susan Finch Moore