

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

**November 16, 2017**

**IN ATTENDANCE**

*Trustees present:* Catherine Bird (CB), Darcy Kaye (DK), Julia Murphy (JM), Pippa Colvin (PC), Ruth Walter (RW), Susan Finch Moore (SFM)

*Trustees excused:* Katy Barrett (KB), Peter Thorp (PT), Sarah Normand (SN)

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

**PROCEEDINGS**

The meeting was called to order by SFM at 7:06pm.

**Minutes of the Meeting of October 12, 2017**

The minutes of the October 12, 2017 meeting of the Board of Trustees were approved without change.

**Friends Report**

MMager gave the Friends Report. On January 23, 2018 National Book Award Nominee Min Jin Lee will be speaking about her book *Pachinko*. The Friends are also in discussion with Rosemary Gill to talk about her book on the Gill house on the Hilltop. Several music concerts have been scheduled for next spring, and the concerts will be promoted as a series.

Currently, the Friends have \$23,747 in their checking account and \$10,193 in their savings account. Donations have increased this year. In 2016, there were 380 individual donors (83 from the fundraiser). In 2017 to date, there have been 261 donors (181 repeat donors, and 80 new donors who did not give in 2016). Total donations in 2016 were \$40,864 (which includes \$11,460 from the fundraiser). At this point, total donations are at \$34,366, with an additional \$7,000 expected by year end based on last year's fall solicitation. FOBPL believes it will meet its budget of \$37,000. Friends now provide a consolidated check per month to the library rather than individual checks for each item.

Two new board members have joined the Friends. Chiara O'Connor will be handling community outreach, and Irena Choi Stern will be doing PR.

The Friends will hold a fundraiser on March 9, 2018. The Friends are looking for a specific project to highlight at the fundraiser, but may just make a general request.

## **Directors Report**

### **Finance Report**

The breakdown of vouchers for October was as follows:

- Current Vouchers: \$19,025.61 (of which \$8,900 was for the HVAC Consulting report, which will be taken from the surplus fund)
- Prepaid Vouchers & Charges: \$6,036.36
- Friends Prepaid Vouchers: \$3,035.00

Budget utilization is at 35.9%, which is below projections.

A Motion was made, seconded and approved unanimously to approve a total of \$28,096 in voucher expenditures for October 2017.

### **Committee Reports**

#### **Personnel**

Erin submitted her letter of resignation. She would like to continue to work part-time. A search for a new children's library was discussed and 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 Director to commence the hiring process for the F/T Children's/Youth Librarian position.

#### **Facilities**

Jim Palmer has asked that Peter North have access to the Yeager Control Room. After discussion, 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 Director to provide Peter North with a key to the Control Room located off of the Yeager Room, under the conditions that Peter North will (1) not store any personal possessions at the library, (2) inform library staff before entering the Control Room, (3) return all equipment to the settings and condition in which it was when he entered the Control Room, and (4) otherwise abide by the BPL Library User Regulations.

OLA reviewed the existing HVAC system. They provided a very thorough review of the current system and made replacement recommendations. The OLA report noted that a new geothermal system would have a payback period of over 100 years. OLA recommended that the chiller be replaced in the short term and the boiler be replaced in the longer term. RW asked about applying for a grant to help with the geothermal option, but GW believes a grant would not bring the cost down enough to make it comparable to replacing the chiller. CB noted that a geothermal system would cost twice as much to operate. The HVAC Committee will meet again to discuss a final recommendation on the HVAC system.

## **IT/Publicity**

The library plans to upgrade its website. Recently, the website went offline due to an incompatible software update. GW has surveyed library staff to determine desired changes. Lis Herbert, who had handled on the previous website changes, is working on a new design. MM requested a Friends donate button on the home page. GW reached out to Laura Eckley, a previous director of the library, who suggested that the donation button link to a separate page. GW will look in to the legality of a donate button. MM said that the Friends are exploring moving their website to the library website.

A Motion was made, seconded and approved unanimously to close the general session at 8:02pm.

A Motion was made, seconded and approved unanimously to enter executive session at 8:03pm to discuss the employment and/or promotion of a particular person and to discuss the performance of a particular person.

A Motion was made, seconded and approved unanimously to close the executive session at 8:26pm.

A Motion was made, seconded and approved unanimously to adjourn the meeting at 8:26pm.

The next board meeting will be Thursday, December 14, 2017 at 7pm.