

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

October 13, 2016

IN ATTENDANCE

Trustees Present: Sarah Normand (SN), Darcy Kaye (DK), Joe Peddy (JP), Ruth Walter (RW), Peter Thorp (PT), Mary MacIntosh (MM), Julia Murphy (JM)

Trustees Excused: Sarah Underhill (SU), Susan Finch Moore (SFM)

Others Present: Gregory Wirszyła (GW), Library Director, Philippa Colvin (PC), FOBPL Representative

PROCEEDINGS

The Meeting was called to order by SN at 7:05pm.

Minutes of the Meeting of September 8, 2016

The minutes of the September 8, 2016 meeting of the Board of Trustees were amended in point A to reflect that the Village will repair the affected lawn & sprinklers at the conclusion of the FEMA project. With this section amended the minutes were approved unanimously.

Friends Report

PC reported that two documentary films, PRIMARY and CRISIS, will be shown on Sunday, October 16, 2016. On November 6, 2016, M&M Productions will perform a theatrical rendition of "The Last Romance" and on December 10, 2016, Caroline Doctorow, a folk singer/songwriter, will perform.

PC stated that the FOBPL is also working with the library to have more efficient website communications. The FOBPL is also balancing the need for a paper newsletter and an online version. The FOBPL is also considering a motion to fund annual software services (such as PayPal) for collecting donations.

The FOBPL checking account had \$31,742.62 as of 9/27/16 and the FOBPL savings account had \$10,182.30 as of 10/1/16. A fundraising update will be provided next month.

The FOBPL bags have arrived and are at the circulation desk. They cost \$2/bag.

DK noted that there is a new FOBPL member named Ellen Politti. PC mentioned that Ellen is from Scarsdale and is connected to the library through the Concordia Conservatory music program. PC noted that Ellen will make a wonderful addition to the FOBPL.

SN thanked the FOBPL for funding the databases and other requests the library put forth last month.

Director's Report

GW presented the Director's Report.

- Battle of the Books received two letters from authors thanking the library for choosing their books. ES and JC have done another great job overseeing the Battle of the Books.
- Legislator Burrow's office contacted ES, commended the library for the amount of children reading over 100 books this summer, is sending certificates signed by the Legislator. The Library invited Legislator Burrows to attend the Annual Storytime Election week in November.
- The Senior "bash" was well attended. SN thanked GW for resolving a scheduling conflict.
- The Book Swap had over 800 books. The leftovers will be donated to places such as Better World Books depending on their condition.
- Overall our circulation statistics are up 9% from last year.

Finance Report

GW presented the financial report. The payroll lines should be at 35% and 33.4% for the rest. There are several lines above where they should be.

- The lines for WLS Services, Building Cleaning and Insurance are one-time or seasonal payments and will fall into line over the next few months.
- Special Programs is over as ES is preparing for her maternity leave and pre-buying supplies.
- The PT Librarian line is at 39% and will be over at the end of the year. With PR retiring and ES scheduled for maternity leave, there has been and will continue to be an increased need for part time librarian help. The library has lost 580 FT hours and replaced only 190 of these hours.
- GW is going to look into why the Personal Services line is at 36% and report at the next meeting.
- The non-book material line will be supplemented by monies from the FOBPL and will be within budget.
- Audio Visual is over at 36% and has been assigned to our new PT Librarian MD to oversee.

GW presented the abstract for September. RW thanked the GW and JM for adding information on page 3 reflecting Friends payments. RW also noted that page 4 is intentionally blank; only when something is paid out will it be reflected.

A **Motion** was made, seconded and approved unanimously to approve a total of \$18,042.15 in expenditures for September 2016.

Personnel

- GW conveyed a request from the staff to have Monday, December 26, 2016, and Monday, January 2, 2017, off as Christmas Day and New Year's Day both fall on a Sunday.

A **Motion** was made, seconded and approved unanimously to approve the following resolution:

IT IS HEREBY RESOLVED that on Monday, December 26, 2016, and Monday, January 2, 2017, the Bronxville Public Library will be closed in recognition of Christmas Day and New Year's Day.

- GW reported that Maureen Davis (MD) from Shrub Oak has begun work at the library and is working out well. MD was hired subject to board approval.

A **Motion** was made, seconded and approved unanimously to approve the following resolution:

IT IS HEREBY RESOLVED that on Maureen Davis be hired as a part-time Children's and Adult Librarian at the rate of \$22.71/h.

- GW is looking into hiring another candidate to add to the part time list to fill the open hours caused by Cate Sorenson leaving on December 10, 2016.
- GW reported that he has received all the evaluations back and met with all but two staff members. GW expects to be finished with the FT and PT staff evaluations by the November meeting.

Facilities

The Board discussed the following ongoing issues:

- GW reported that the Village repaired the brickwork along the walkway and paid for it out of the Village budget. The Library Board thanks Village Hall for taking care of this situation so quickly and helpfully.
- The Village has had STAFF painted on 11 parking spaces. Unfortunately, this has not altered the misuse of these spaces by residents.
- GW spoke with FEMA project manager Brian Mahoney and directed him not to disturb the Kate Welling memorial tree. The machines are unfortunately very close to the roots of the tree. The Village will have Almstead come as soon as the machines are finished to give the tree (and other affected trees) some care.
- The HVAC system is currently operating at 100%.
- The HVAC committee is currently reviewing whether to extend the DP Wolfe service contract, which expires in December. GW is in the process of obtaining estimates from other vendors. The HVAC committee met and will meet again as soon as the quotes arrive to make a recommendation to the board by the November meeting.
- Thereafter, the HVAC committee will evaluate three long-term options for replacing the system:
 1. Replace what we have in kind.
 2. Open pit and replace with a bigger, more efficient system.
 3. Install a geo thermal system.

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

The library currently has capital project funds of \$15,000 for 2015-16 and \$7,500 from 2016-2017, for a total of \$22,500. GW presented two Capital Project Proposals, for: (1) Porch Room Furniture Restoration: Phase 1 Upholstery and (2) Burt Gallery Furniture Restoration.

The Porch Room Furniture Restoration will take place in two phases. In Phase 1 Upholstery, two club chairs and the seats of two Martha Washington chairs will be reupholstered. In Phase 2 Wood Furniture, we will refinish the library table, repair the 6 dining chairs and reupholster the 6 dining chairs.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for Porch Room Furniture Restoration: Phase I Upholstery, 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)**.

The Burt Gallery Furniture Restoration includes reupholstery of the sofa and wing chairs and refinishing of the wood work consisting of the long library table, the mahogany secretary bookcase, a pair of mahogany glass-front bookcases, a tiered pie table and the mahogany part of the sofa.

A **Motion** was made, seconded and approved unanimously to approve the Capital Project Proposal for Burt Gallery Furniture Restoration, 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 \$2,725.00 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)**.

IT/Publicity

GW reported that:

- The website statistics were the highest to date at 11,317.
- The E-calendar open rate was 36.8%.
- The library has reached and surpassed its subscription level of 2000 individuals for Mail Chimp. GW has removed outdated emails but the library still needs to accommodate the extra recipients. There will be a \$30 per month charge to cover this additional cost.
- My Hometown Newspaper had several articles about the Library this month.
- PT Librarian Rachelle Frenchman is going to be activating a Twitter account and publicizing tweets.

Annual Policy Review

JM noted that on the Computer Use & Internet Policy, the cost of a copy is listed as 0.10 and should be 0.15 as that is what is posted in the library.

A **Motion** was made, seconded and approved unanimously to amend the Computer Use and Internet Policy to reflect the current cost of 15 cents per page.

In addition to the Computer Use & Internet Policy, the following policies were reviewed and approved with no further changes:

- Room Use Policy including Fee Schedule and Application
- Art Exhibition Policy including Fee Schedule and Application
- E-reader Policy
- Overdue Fines Schedule

Next meeting: Wednesday November 9, 2016, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8:26 p.m.

Respectfully submitted, Darcy Nan Kaye