

**Bronxville Public Library Board  
Minutes of the Meeting of the Board of Trustees  
October 11, 2018 7:00 pm**

*Trustees present:* Bob Shearer (BS), Darcy Kaye (DK), Ruth Walter (RW), Kevin Charlton (KC), Katy Barrett (KB), Susan Finch Moore (SFM), Sarah Normand (SN)

*Excused:* Catherine Bird (CB), Pippa Colvin (PC)

*Others Present:* Greg Wirszyla (GW) Library Director, Margaret Mager, FOBL Chair

## **PROCEEDINGS**

The meeting was called to order by RW at 7:01pm

### **Minutes of the Meeting of September 13, 2018**

The minutes of the September 13, 2018 meeting were approved unanimously, with several minor corrections to be made and the minutes re-distributed.

### **Friends of the Library Report**

MM reports that the Friends are working on plans for the annual spring fundraiser, scheduled for Friday, March 8, 2019. A kickoff meeting for the fundraiser sub-committee will be held soon, and it is working on a theme for this year's party.

MM reports that FOBL is out-performing its existing goals, having raised \$41,000 (before expenses) from the annual letter campaign this year and \$25,000 (net) from the 2018 fundraiser.

\$25,000 of the money raised by the 2018 fundraiser will be used for a few much needed items -- including e-books (increasing e-book stock has been a goal of the library) and a new children's librarian desk. This fundraising will also provide much needed shelving displays for books throughout the library.

FOBL has developed significant visibility lately in the community at large by holding interesting events and hosting popular authors. These have been well attended.

### **Director's Report**

GW distributed a new Handbook for Library Trustees of New York State. The Westchester Library System (WLS) is considering requiring mandatory training for those who serve libraries as trustees.

GW next noted that a patron complained that a bookstand/carousel that was recently installed in the library is bulky and perhaps not fitting with our library's aesthetic. There is also concern that books could fall off the shelving.

Greg would like the FOBL to donate some funds to pay for well-designed shelving and displays for books – especially for the children’s section of the library. This will cost approximately \$9,000 and the Friends have graciously offered to pay for this.

GW also noted that the film projector in the Yeager Room is broken and must be replaced. The Friends will donate \$2,800 to get a new one.

Finally, GW said that several of the alarms guarding the paintings in the library have failed due to worn-out batteries. All the alarms on the paintings will be replaced for a cost of \$3,500 plus the fee for I-Level to remove and rehang paintings.

## **Finance Report**

GW reported that we are within our annual budget, and that revenue control was being exercised. GW then turned to capital projects. He was successful in obtaining a reimbursement grant from New York State for new fan coil units which had been leaking.

Finally, GW notes that expenses for September required approval. As a result, a Motion was made, seconded and approved unanimously to approve the expenditure of \$14,393.07 for expenses incurred during September 2018.

## **Policy Review**

GW held our yearly review of the library regulations. DK noted that certain language involving the request of information from patrons should be removed. Upon further consideration, a **Motion** was presented, seconded and approved unanimously to amend the Library User Regulations as follows:

delete the clause, “**including a request to present identification,**” from this sentence from the Bronxville Public Library User Regulations: “No one may refuse to obey the reasonable request of an employee of the library, **including a request to present identification.**”

The Trusts Policy was reviewed and it was determined no changes are necessary. It was agreed that no Trust draw downs are necessary or appropriate at this time.

GW then presented a new sexual harassment policy at the direction of the State of New York. After further discussion, a **Motion** was presented, seconded and approved unanimously to adopt the following resolution:

**IT IS HEREBY RESOLVED** that the Board of Trustees of the Bronxville Public Library

Approves the adoption of the New York State Sexual Harassment Prevention Policy retroactive to 10/8/18

## **Committee Reports**

**Facilities Committee Report (HVAC Committee update)**

GW noted that the responses to the Architectural Services RFP for the HVAC Project were unsatisfactory. The HVAC Committee felt that the best course would be to allow OLA to continue the design to the point where a revised RFP with a narrower scope may be reissued in the hopes of obtaining better results. RW, CB, and GW recently met with the Village to discuss financing issues installation of the HVAC system. The Village has agreed to establish a Capital Project fund with the initial amount of \$70,000 for the purpose of retaining architectural services.

### **Publicity Committee Report**

SN said that work continues on the new and improved website. Special attention is being paid to ensure that the website works well for our employees and staff.

### **Personnel Committee Report**

DK announced that the library has formally hired Florence Nicosia as a part-time employee.

.

A **Motion** was made, seconded and approved unanimously to adjourn the meeting at 8:22 pm

The next board meeting will be Thursday, November 15, 2018, 7pm Board Room.

Respectfully submitted,

Katy Barrett