

**Bronxville Public Library Board**  
**Minutes of the Meeting of the Board of Trustees**  
**September 13, 2018 8:30 am**

*Trustees present:* Bob Shearer (BS), Darcy Kaye (DK), Pippa Colvin (PC), Ruth Walter (RW), Sarah Normand (SN), Kevin Charlton (KC), Katy Barrett (KB)

*Excused:* Catherine Bird (CB), Susan Finch Moore (SFM)

*Others Present:* Greg Wirszyła (GW) Library Director, Margaret Mager, FOBPL President

## **PROCEEDINGS**

The Meeting was called to order by RW at 8:32 am.

RW welcomed our newest trustee, Kevin Charlton, whose engineering and financial expertise will be much appreciated as he joins the board.

### **Minutes of the Meeting of July 12, 2018**

The minutes of the July 12, 2018 were approved unanimously.

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

The Friends met recently and have added a new member its board. GW will provide the FOBPL his suggestions for their next financial contributions. The Friends are hosting several authors in a Fall Reading Series as well as a music program. They are preparing for their annual Spring Fundraiser.

### **Director's Report**

The Village agreed to pay to replace four fan coil units located in the attic out of their capital budget. GW will apply for a WLS grant to offset these costs.

### **Publicity**

During the month of August, fewer people came into the library, as expected in Summer, but use of the library website was highest use to date.

DK asked about Overdrive and other electronic book usage generally to help explore if teenagers are using that format more than regular books.

### **Finance Report**

A **Motion** was made, seconded and approved unanimously to approve a total of \$31,608.84 for expenses during July 2018 and August 2018.

**FY 17-18 Year End Report:** According to the Village Administrator, there was over \$110,000 in unencumbered fund balances at the end of 20172018 FY, however in an email to GW and RW dated 8/15/18, the Village Administrator stated, "given that the Village has significant ongoing capital needs (not the least of which includes at least over \$500K for library HVAC improvements) I suggest the remaining unspent monies simply be noted with a request that they be considered for the future Library capital needs when the time comes."

The Director reported that there were approximately \$36,000 in funds left over from prior capital projects that have been completed. It was suggested that these remaining balances be used towards the HVAC project.

KC asked about other building repair expenses that we might face generally each year. In accordance with past practice, BPL presents capital requests to the Village each year during their capital funding cycle.

#### **HVAC Committee recommendation**

The HVAC Committee made a recommendation to the Board regarding the replacement chiller options put forward by OLA. Weighing a variety of factors such as noise, efficiency, aesthetics, cost, and installation, it was determined that the in-ground chiller option with an enlarged pit, would best suit the Library's needs.

RW made a motion to proceed with the below ground Split Chiller option as recommended by the HVAC Committee. The motion was made, seconded and unanimously approved.

Due to NYS Construction Grant guidelines, construction cannot begin until July 1<sup>st</sup> of 2019 in order to be eligible for the grant cycle.

#### **Landscape Project**

RW talked to Maureen Hackett about starting on a smaller scale, and dividing the project into sections so that costs can be manageable. Perhaps we start in the front of the library. It was suggested that the landscaping project not be started until HVAC installation is completed.

CB to weigh in on HVAC impact on Landscaping.

#### **Publicity Committee**

The committee is continuing to work with outside consultant Lis Herbert to finalize changes to the website.

#### **Personnel Committee**

The library still seeks a part-time librarian and is working to hire an appropriate employee.

A **Motion** was made, seconded and unanimously approved to adjourn the meeting at 9:48 am.

Next meeting: Thursday, October 11, 7 pm, Board Room