

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

**September 8, 2016**

**IN ATTENDANCE**

*Trustees Present:* Darcy Kaye, Julia Murphy (JM), Sarah Normand (SN), Joe Peddy (JP), Ruth Walter (RW)

*Trustees Excused:* Mary Mackintosh (MM), Susan Moore (SM), Peter Thorpe (PT), Sarah Underhill (SU)

*Others Present:* Greg Wirszyla (GW), Library Director

**PROCEEDINGS**

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

**Minutes of the Meeting of July 14, 2016**

SN presented the Minutes of the Meeting of July 14, 2016 for approval. The minutes were approved unanimously.

**Friends Report**

Louis Parks was not able to attend the meeting, but he provided a Friends report by email (attached).

SN reported that Dick Abramson (DA) had been asked to look into the functionality of the cameras in the Yeager Room, in response to a report by the Friends that one of the cameras may not have been working. DA investigated the matter and provided a report (attached). In summary, the two cameras in the Yeager Room are in working order. The mechanism that moves the cameras can be slow, but it works. Replacing the mechanism would require replacement of multiple components at a very substantial cost. The Board agreed that replacement is not necessary at this time.

**Director's Report**

GW is a member of the 3-person WLS committee reviewing statewide construction grants. This year New York State granted \$19,000,000 to libraries statewide; WLS member libraries shared \$900,000. BPL will work on a proposal to seek a grant for HVAC replacement during the next grant cycle due in October 2017. Funding must be in place before any application is considered. GW noted that of the 19 countywide proposals, projects involving roof and HVAC replacements were funded more than projects involving interior repurposing.

GW reported we are looking at hiring two new part-time librarians. DK observed that having a stable schedule and hours would make the position more desirable. Mrs. O, a longtime part-time employee, recently fell sick, and we wish her well.

The Friends book budget has been spent for the calendar year. We may ask for funding from the Friends for more Kindles and possibly for library cards with the new logo.

## **Finance Report**

Financials for the first fiscal quarter were reviewed. GW expects we will be over budget in the PT librarian line due to FMLA leave and increased PT staffing due to PR's retirement. Building Repair may also be over-budget for the year due to HVAC repairs; however, one large HVAC repair has been submitted as a FY 2016 expense. Other line items are in line with budget.

The Board requested the following changes to the abstract going forward: 1) the Friends contributions itemization page will be populated monthly, and 2) a new column under Capital Funds will give a quick summary.

A **Motion** was made, seconded and approved unanimously to approve the expenditures of \$56,758.43 for July and August.

## **Committee Reports**

### ***Facilities***

- A) GW reported that damage to our sprinklers due to the Village/FEMA project will be repaired by the Village, per Jim Palmer.
- B) 3 large tables remain in the hall in the administrative area. One may be donated.
- C) Parking issues remain for staff.
- D) Carpet cleaning went well and will be done twice-yearly.
- E) The mason from VH project looked at our sidewalk to replace about 30 bricks. Closing the front of the building for the Village/FEMA project will mean all patrons will have to go around to the back of the library to enter, and thus it is a priority to repair the walkway. Civitano has bid on the work, \$1,900. GW will get an estimate from the VH mason.
- F) The HVAC actuator was replaced at a cost of \$750 in August.
- G) Lower level floors were refinished; GW had the contractor return to address a trouble spot.
- H) The library's rugs that were sent out to be cleaned are coming back next week; two of our most expensive rugs (needing \$22,000 in repair) were cleaned but not repaired.
- I) HVAC: our consulting engineer recommended replacing the equipment in "the pit" sooner rather than later. SM is joining the HVAC committee which will meet to review the engineer's report and do a walk-through to determine the next step. The DP Wolff maintenance contract expires in December. VP is planning to extend for one year, but the Library need not join in the extension. The HVAC committee will investigate 1) new maintenance contract and 2) new HVAC system.
- J) Furniture: GW and SU met to discuss repair of furniture and to develop a list of priorities. Certain chairs are in need of immediate repair. GW and SU to prepare a proposal.
- K) SU is in contact with a local landscape designer, Maureen Hackett, regarding development of a plan for landscaping of the front of the Library.

### ***IT/Publicity***

Vivian Conan drafted an article for MHTB about digital offerings. Other article ideas were solicited from the Board, including one on our successful summer reading program. DK suggested reaching out to MS/HS parents detailing the many online databases available to students at BPL. Adult coloring is also popular.

### ***Personnel***

Pat Root wrote the Board a nice thank you letter. She will continue to lead her longstanding adult book group. Hannah Cahill is a new page.

### **Executive Session**

A **Motion** was made, seconded and approved unanimously to enter Executive Session at 8:03 pm to discuss personnel matters.

A **Motion** was made, seconded and approved unanimously to exit Executive Session at 8:10 pm.

### **Open Discussion of Library Matters**

Staff reviews will be done in the fall; director's review in the winter. GW is in the process of conducting the FT staff reviews.

The next BPL meeting will take place on October 13, 2016, at 7 pm, in the Board Room.

A **Motion** was made, seconded and approved unanimously to adjourn the meeting at 8:15 pm.

Respectfully submitted,  
Ruth Walter