

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

**February 20, 2020**

**IN ATTENDANCE**

*Trustees Present:* Catherine Bird (CB), Kevin Charlton (KC), Darcy Kaye (DK), Nick Parks (NP), Ellen de Saint Phalle (ESP), Robert Shearer (RS), and Ruth Walter (RW)

*Trustees Absent:* Katy Barrett (KB) and Susan Finch Moore (SFM)

*Others Present:* Dina Grant (DG), Friends President, Greg Wirszyła (GW), Library Director, Josh Rucci (JR) member of the public

**PROCEEDINGS**

The Meeting was called to order by RW at 7:00 pm.

**Minutes of the Meeting of January 09, 2020**

Motion was made and seconded and passed at 7:03 pm.

**Friends Report**

DG reported FOBPL checking at \$70,698.11 and savings at \$10,216.40 as of their Feb 11 meeting. Invitations have been sent out in the post for the annual fundraiser. Watsons will be catering the event.

**Director's Report**

The budget is at 65.7% as the end of January. The phones were switched from copper to wire outside of building but new phones should be purchased in the near future. LV stated there is \$8,900 in village capitol funds to help cover the expense. GW will look to see if money is available through E-Rate to cover additional wiring for new phones. The library is still trying to get accurate accounting of \$12858 charge from last month. The government passport agency replied to our request with the information that two individuals need to be certified for passports before the library can become an official passport office. Gina and possibly Maureen O'Donnell have agreed to undergo the training. It will be covered by the training budget. The web stats being looked into by word press and will be updated when available. The State annual report portal is open. GW has been filling in data and BS will review the report once completed.

**Finance Report**

Expense report will be over in personnel line. Jillian's salary comes out of the fulltime Personal Services line but was budgeted in part time. Part time Librarian will also be over as JV is out for maternity leave. The preliminary budget for FY2021 is complete. GW reviewed with LV and BS. There will be some moving of items up and down before the Village sends back a tentative budget. A request was made to verify that Jillian's benefits are coming from village and not from the library budget. A possible 2.48% increase.

A **MOTION** was made, seconded and approved unanimously to approve a total of \$212,065.97 in vouchers for the month of January 2020 at 7:18 pm.

**Committee Reports**

*Facilities*

HVAC control system being worked on. The maintenance contract for the new system is being reviewed as it came in high. The old contract was \$586 a month and the new contract is \$1200+ a month. Negotiation or understanding of why the increase is needed. Less repairs might offset costs except fan coils will still need work. Maureen Hackett came out and looked at pathway and greenery.

***Publicity***

NR

***Personnel***

Gina Elbert was hired as part time library trainee motion passed.

**Open Discussion**

Due to a complaint made regarding a room rental by an organization a request was made by the Board to GW to contact the lawyer to provide guidance on the room rental policy. The answer should be presented to the board by Monday.

A member of the public asked if the library permitted Town Hall style events to be held?

**Adjournment**

A **MOTION** was made seconded and approved unanimously to adjourn the meeting at 8:12 pm.

Respectfully submitted,

Darcy Kaye