

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
March 14, 2019

IN ATTENDANCE

Trustees Present: Katy Barrett (KB) Bob Shearer (BS), Darcy Kaye (DK), Pippa Colvin (PC), Susan Finch Moore (SFM), Ruth Walter (RW)

Excused: Kevin Charlton (KC), Catherine Bird (CB), Sarah Normand (SN)

Others Present: Lia Gravier (LG), Gregory Wirszyla (GW), Ellen de St. Phalle (ESP), Nick Parks (NP), Cathy Draper (CD)

PROCEEDINGS

The Meeting was called to order by RW at 7:02 pm.

Cathy Draper, a part-time legislative aide to New York State Assemblywoman Amy Paulin and former President of the Westchester Library System (WLS), joined the meeting to discuss two different topics.

First, CD spoke about our library receiving a financial grant from DASNY for our new HVAC system. She explained that Amy Paulin has worked on our behalf to help secure such a grant, which will technically be applied for by the Village. RW thanked Amy Palin and CD for their assistance with this important grant.

Second, CD spoke about her role as the liaison for WLS for Pelham, Bronxville, Tuckahoe and Eastchester.

NYLA forms are available from the New York Library Association website for anything we want to suggest about our library.

Cathy notes that with the upcoming 2020 Census WLS is sensitive to fact that libraries can be a safe place for special groups like seniors and like immigrants who might need technological and language support in filling out their Census forms.

The annual Celebrating Libraries Breakfast with guest authors will take place April 5 at a Westchester hotel.

Finally, CD suggested that we put our board agendas and along with the minutes (which we already post) on the BPL website so that our open monthly trustee meeting is well communicated to the public and everyone in the community has a chance to attend.

Friends of the Library Report

Lia Gravier joined us with an update on the FOBL. She started by noting the FOBL's success with the recent annual fundraiser. LG reported that the event was sold out for the first time and raised roughly \$35,000 (a significant increase over last year). Underhill was the caterer and they did a wonderful job as well.

LG also noted that a library staff appreciation lunch is to be hosted on Tuesday, April 9.

Finally, LG asked for approval of changes in the bylaws of the FOBL.

A **MOTION** was made, seconded and approved unanimously to amend the Bylaws of the FOBL to provide for its annual meeting to be held in September and to stagger its board start date tenures.

Minutes of the Meeting of February 12, 2019

The Minutes of the meeting of February 12, 2019, were unanimously approved.

Director's Report

GW presented his report, starting with a couple of new points:

1. The new catalogue system was put in operation today, and is being used by the public.
2. We recently determined to give away some of the extra children's books we receive from publishers to those affected by a recent fire in Yonkers/Bronxville.
3. As a result of some concerns regarding potential harassment of staff, the library has temporarily suspended the use of nametags. We will look into changing our staff's name tag to simply read "staff."

After a review of GW's written report, RW asked that GW expand on recent activities regarding a new video camera in Yeager room. GW will address this issue in the near future and report back to board.

Annual Report Assurance

This report, drafted by GW, is required by the state of NY - although it is first submitted to WLS. The report is a comprehensive set of statistics regarding our library and its operations. It provides for an interesting comparison of our library to other libraries in Westchester and around the state.

A Motion was made, seconded and approved unanimously to approve submission of the Annual Report Assurance.

Finance Report

A motion was made, seconded and approved unanimously total expenditures of \$17,875.47 for February, 2019.

Financial Report for February 2019 was reviewed. After some discussion, led by GW, it was found to be satisfactory.

Budget Resolution for 2019-2020

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library approves the tentative 2019-2020 Bronxville Public Library Budget in the amount of \$1,397,056. This is a decrease of \$39,974 or -2.78%, from the FY 2018-2019 Budget. This resolution is subject to further final review by the Board in the next month.

Committee Reports

Facilities

Our HVAC system is being put out to bid and we expect to have proposals back by mid-June. RW notes that we should have a timeline related to this important project on a monthly basis. GW will provide information in the form of an executive summary.

After some discussion, it was agreed that there was approval for a bench on the library grounds in memory of former trustee Joe Peddy's wife. Maureen Hackett will price the benches and work approvals.

Publicity

The updates to our website is proceeding in consultation to library staff, and it should launch in the next month.

Personnel

Sunday staffing can be difficult. DK recommends paying time and a half for staffing to be competitive in the market.

A Motion was made, seconded and approved unanimously to increase pay to part time staffers on Sundays to time and a half.

DK also raised the issue of increasing our hours in the summer, specifically on Thursday mornings. Such a change will not affect our staffing costs.

A Motion was made, seconded and approved unanimously to open the library for additional hours during the summer to Thursdays 9:30 am-5:30 pm (this is an addition of 3.5 hours).

Committee Assignments

The Annual meeting is next month. Assignments are as set out in the attachment to the minutes. There may be some shifting of committee assignments over the next month or so. It was noted the Pippa Colvin was leaving the board, and she was thanked for all of her efforts on behalf of the library.

The next board meeting is scheduled for April 11, 2019 at 7pm in the Board Room.

Adjournment

A Motion was made, seconded and approved unanimously to adjourn at 8:17 pm.

Respectfully Submitted,

Katy Barrett