

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
February, 12, 2019

IN ATTENDANCE

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

Excused: Pippa Colvin (PC), Kevin Charlton (KC), Catherine Bird (CB)

Others Present: Gregory Wirszyla (GW)

PROCEEDINGS

The meeting was called to order by RW at 10:04 am

Minutes of the Meeting of January 11, 2018

The minutes of the meeting of January 11, 2018 were unanimously approved.

Friends of the Library Report

Everything is on track for the annual fundraiser scheduled for Friday evening March 8 at the library. There is an expectation that the “Raise a Glass to Hemingway” will be well attended again this year by the greater Bronxville community.

Director’s Report

On a point of order, GW noted that the Library Trustee Board is required to approve changes to the by-laws of the FOBL Board.

Circulation-- DK asked about use of the ebook Overdrive and Libby platforms which are being used by more users this year at the library. DK encouraging everyone to use Libby because it is user friendly and she recommends Kanopy for films.

Annual Report Assurance Report to WLS discussed, but tabled until further discussion

Finance Report

GW reviewed the Financial Report for January 2018

A motion was made, seconded and approved unanimously to approve a total expenditures of \$29,575.79 for January 2019. (This vote to approve vouchers is contingent upon further review by BS our treasurer.)

Budget Update

A review of the financial report for January 2019 by GW suggests that we should be able to meet our budget goals for the year.

GW met with Laurie at Village Hall to plan 2019-2020 Budget. Indications of a slight decrease in budget of will go down slightly 2.26%. We are still in discussions with Village.

Next meeting we will have an Operating Budget to approve by the Board.

Committee Reports

Facilities

HVAC Update

GW reports that we sent out four RFPs for architects we are going with Lothrop because it is a good fit for our project. OLA engineers recommended them, and the price is reasonable.

SFM feels comfortable with this choice and that we should move forward.

SN reminded the board that a good tool for handling a project like this is our internal Capital Fund Project Proposal Form which has been created that can help clarify how decisions are made that helps serve this process. GW will write a Capital Fund Project Proposal for the architects for next meeting.

A **Motion** was made, seconded and approved unanimously to hire Lothrop Associates to hire as architects to work with OLA Engineers on HVAC replacement project.

A discussion of the Additional Services provided by OLA Engineers in assisting the committee in moving HVAC project took place.

A **Motion** was made, seconded and approved unanimously to pay OLA Engineering \$7900 out of the FEES line of the Operating Budget.

Publicity Report

SN and KB are continuing to work with Lis Herbert on the newly created BPL website.

Personnel Committee

Nothing to discuss.

A **Motion** was made, seconded and approved unanimously to move into Executive Session to discuss the performance of a particular person at 11:23 AM.

A **Motion** was made, seconded and approved unanimously to move out of Executive Session at 11:27 AM.

A **Motion** was made, seconded and approved unanimously to adjourn at 11: 28 AM.

The next board meeting will be held on Thursday March 14 at 7 PM in the Board Room.

Respectfully,

Katy Barrett, Secretary