

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

December 14, 2017

IN ATTENDANCE

Trustees present: Catherine Bird (CB), Darcy Kaye (DK), Julia Murphy (JM), Katy Barrett (KB), Peter Thorp (PT), Pippa Colvin (PC), Ruth Walter (RW), Sarah Normand (SN), Susan Finch Moore (SFM)

Others present: Gregory Wirszyla (GW), Library Director, Margaret Mager (MM) President of the FOPBL

PROCEEDINGS

The meeting was called to order by SN at 7.03pm.

Minutes of the Meeting of November 16, 2017

The minutes of the November 16, 2017 meeting of the Board of Trustees were approved without change.

Friends Report

M Mager gave the Friends Report. The Friends have received 264 donations in total so far in 2017, compared to a total of 309 in 2016. Donations are close to the budgeted figure of \$37,000. A solicitation letter was sent out in early December which included personal notes requesting donations. Thatcher Drew and Chris Goff will be rolling off the board. Newly appointed are Frank Murray (Treasurer), Chiara O'Connor (Community Outreach), and Irena Choi Stern (PR). The Friends are looking for additional new board members.

SN noted how much work MM has put in in many areas over the past year, and thanked her.

SN said that the library wish list will be proposed next month; however MM noted that the Friends would appreciate the list before the next monthly meeting in January, and SN agreed that this would be possible.

MM mentioned that \$3000 is in the Friends' budget for the Art Restoration Fund. The Friends will hold a fundraiser on March 9th 2018. A 'Save the Date' announcement will be sent out soon.

Directors Report

The annual circulation statistics provided by the WLS were reviewed. Bronxville Public Library is 33rd in size out of 38 libraries. Bronxville came 23rd in terms of materials loaned, notably higher than 31st place for materials borrowed. Bronxville was 11th in terms of reference transactions.

Holiday closings were reviewed, in particular Veterans Day 2018. GW recommended closing on Monday, the observed holiday, rather than Sunday, which is Veteran's Day.

A **Motion** was made, seconded, and approved to approve the list of holiday closings for 2018. In celebration of Veteran's Day the Library will be open on Sunday, November 11, and closed on Monday, November 12. Two Board members dissented.

A **Motion** was made, seconded, and approved to amend the **Petition** and **Resolution**, previously passed in September 2017, to amend the Charter to increase the maximum number of Library Trustees, from 9 to 11, and to change the length of each Trustee term, from 5 to 3 years. At the recommendation of the Division of Library Development, N.Y. State Board of Regents, the amended Petition and Resolution contain no reference to the number of terms that can be served. They will be submitted to the State immediately following the meeting.

Review of Progress Toward Goals for FY 2017-18

1 The library cards are being updated to reflect the Library's logo. New signage is being mocked up and will be finalized by the end of the fiscal year.

2 Improving relations with the Bronxville Public School was discussed, and highlighted as a necessity. GW has had little response when he has contacted the school, and Erin and Jess had no response to various inquiries, such as coordinating on reading lists. It was noted that St Joseph's School and Eliza Frost Nursery School visit often. It was proposed that a committee visit the school, and possibly have a meeting with the new Superintendent.

3 The library staff have undertaken an analysis of use of e-books at the library. A number of factors have been considered. The community survey compiled by PN and GW will be sent out soon. Questions were included regarding e-books. SN noted that a decision needs to be made re where to allocate money in the e-books program, and also emphasized the importance of getting the word out about what is available in terms of e-books. GW will follow up with the Bronxville Seniors regarding a possible presentation.

4 The 2.0 version of the website is in the works. In addition to creating a new version of the site to make it more user friendly, Lis Herbert will do maintenance on a monthly basis which should improve overall functionality. KB will coordinate review of drafts of the new website before it goes live, with input from staff, the Publicity Committee and others who have expressed interest, including former FOBPL member Thatcher Drew. A new draft version is expected mid-January.

5 YA facilities. Jess has looked at YA facilities at other libraries as a comparison to Bronxville.

Finance Report

Vouchers

Lis Herbert submitted an invoice. This will come out of the publicity budget.

The piano was tuned, and the fee of \$150 will come out of the Art and Furniture Restoration and Preservation Fund.

A **Motion** was made, seconded and approved unanimously to approve a total of \$22,405.16 in expenditures for November 2017.

GW reviewed the financial report and noted that each line is where it should be for the end of November.

- 53.85% for payroll lines
- 50% for the general fund.

Several items such as insurance are one time or seasonal payments and are not expected to exceed the yearly budget.

Fees are at 64.37% due to the HVAC System assessment. Under agreement with the Village the funds will come out of the Reserve account.

The Publicity line will be slightly over next month due to retaining LH for the purpose of reworking the BPL website and monthly updates and maintenance.

Overall the finances are in good shape, having expended approx 45.3% of the budget overall.

Committee Reports

Personnel

A custodian, Peter Marks, has been hired to fill in for John Gallucci, who will be taking vacation for the rest of the year. JG will be showing him around.

GW is waiting for a list from the Civil Service for the new Librarian I position.

Facilities

HVAC - members of the committee met on December 8th to discuss the proposal provided by OLA, which includes a design of the system, a review of bids and to work with the contractor. The HVAC committee recommends accepting the proposal provided by OLA. GW suggested that capital funds are used for the project. SN suggested a meeting with JP before the January meeting to present all the costs before going ahead. The Board agreed that a meeting would be arranged with the Village so that we can vote on a Capital Project Proposal in January.

IT/Publicity

The Bronxville Public Library has made the Library Journal's Annual America's Star Libraries Award. GW pointed out that there were no other libraries in the WLS, RCLS, or Mid-Hudson Library System to make the grade. SN noted that this achievement should be publicized. The information will be passed along to MM and IS.

As noted in Goals above, PN and GW have finalized the survey which will be sent out to the community soon, via the newsletter, library website and as paper copies at the front desk. The Board thanked GW and PN for their work on the survey over several months.

Comments from the Public

Bob Shearer, who attended the meeting, suggested that the Library connect with families new to Bronxville, and the possibility of connecting with real estate agents in order to reach new families. The idea of a table at the semi-annual sidewalk sale to promote the library was raised.

A **Motion** was made seconded and approved unanimously to enter executive session at 8.40pm, to discuss the performance of a particular person.

A **Motion** was made seconded and approved unanimously to close the executive session at 8.55pm.

The next board meeting will be Thursday, January 11th at 7pm.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8.55pm.

Respectfully,

Pippa Colvin