

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

July 13, 2017

IN ATTENDANCE

Trustees present: Catherine Bird (CB), Pippa Colvin (PC), Susan Finch Moore (SFM), Julia Murphy (JM), Sarah Normand (SN), Ruth Walter (RW)

Trustees excused: Katy Barrett (KB), Peter Thorp (PT), Darcy Kaye (DK), Margaret Mager (MM)
President of the FOPBL

Others present: Gregory Wirszyla (GW), Library Director

PROCEEDINGS

The meeting was called to order by SN at 7.02pm.

Minutes of the Meeting of June 8, 2017

The minutes of the June 8, 2017 meeting of the Board of Trustees were approved without change.

Friends Report

M Mager was not present to give the Friends Report. GW noted that in future he will write individual checks for the Friends, and the Friends will in turn pay one single check per month.

Directors Report

GW presented the Director's Report.

GW shared an email he had received from a child from India now living in the US, who wrote to the library to express how much Bronxville Public Library has meant to him, and how overwhelmed he was with all the facilities available.

Finance Report

GW pointed out that financially the library is in good shape, having expended approx 10.02% of the budget. Payroll (11.53%) and the general fund (8.33%) are where they should be at the end

of June. Some are over, eg dental insurance, MTA tax and medicare because they are paid half up-front.

A contribution from the Friends will be added to the 'unexpended funds' this week. SN suggested that the Finance Committee meet over the summer to discuss how best to use these funds. Some suggestions are the cost analysis proposed for the new HVAC system, the new landscaping project (although whether the landscaping should go ahead when installing the new HVAC system will cause a lot of upheaval in the library grounds was discussed), and thirdly the YA Room.

GW pointed out that the money spent on books was high this month (\$8,816.76), due to the fact that vendors typically come at this time of year, and therefore the bulk of book buying took place.

A **Motion** was made, seconded and approved unanimously to approve a total of \$42,481.52 in expenditures for June 2017.

Operations

The library is operating under summer hours.

A set of keys was handed from Eloise Morgan to the new Village Historian, Dr Raymond Geselbracht.

The main photocopier was down for several days while new parts were ordered.

One hundred and ten kids signed up for the Summer Reading Game, with 25 adults signing up for the adult Summer Reading Program. Two hundred five people came to the Summer Reading kick off.

The web-site saw its highest ever views this month, at 11,410.

Personnel

Jess is expected to leave at the beginning of August for maternity leave. She has planned several months of YA programming and Raquel will most likely take over.

Staff evaluations will start in a few weeks' time. Evaluations of full-time staff should be finished by the end of August, and part-time employees by the end of September.

A meeting about the library web-site is planned. GW is thinking of creating patron feedback forms.

Wayne Ballard contacted GW about John Galluci coming to help at the Village Hall when needed. WB and GW met to discuss this. GW explained that JG was hired as a library employee who is paid out of the library budget, and suggested that the Village Hall hire someone else to cover their needs.

Facilities

Last year \$41,000 had been spent on the HVAC by this time of year. So far this year \$7000 has been spent. The savings are due to cheaper service and less repairs.

GW is getting two more proposals for the HVAC cost analysis. They will compare how much it will cost to install the new service, the life span, converting from an oil to a gas burner and the length of time it will take to recoup the expense of the new system.

GW would like the company Clean Air Quality to match their contract with the library's fiscal year. Their agreement will have to be suspended while the new HVAC work is carried out. SN noted that if the library receives a construction grant, the physical work on the new HVAC system cannot start until July 1 2018.

Other business

SN announced that Bob Shearer has been appointed as a new member of the Trustees Board. He will start in September.

The next board meeting will be Thursday, September 14 at 7pm.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 7.43pm.