

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
June 13, 2019

IN ATTENDANCE

Trustees Present: Darcy Kaye (DK), Nick Parks (NP), Ellen de Saint Phalle (ESP), Ruth Walter (RW) Katy Barrett (KB), Catherine Bird (CB), Susan Finch Moore (SFM)(remotely via conference call)

Trustees Excused: Robert Shearer (RS), Kevin Charlton (KC)

Others Present: Lia Gravier (LG), Friends President; Greg Wirszyła (GW), Library Director

PROCEEDINGS

The Meeting was called to order by RW at 7:09 pm.

Minutes of the Meeting of May 9, 2019

The minutes of the Board Meeting of May 9, 2019 The minutes were unanimously approved.

Friends of the Library Report

- Gifts Policy. A discussion of how we can better publicize the opportunity residents have to create trusts in favor of the library. It was noted that we can work on our website with notes on prior major gifts - which has both historical interest and can trigger current residents to make gifts. The FOBL have also included a note on providing gifts on the envelope of their recent mailing. There was an open question as to exactly whom those seeking to make a gift should work - the Board or the FOBL Board? This is an issue that the Trustee Board and FOBL will further research. There was also discussion of publicizing how patrons may participate in planned giving. This will be raised again in October when the gift policy itself is again scheduled to be discussed.
- FOBL The Friends do a significant amount of donations online now with their own FOBL website. How to incorporate this into the library's new website was a reserved for discussion later in this meeting.
- Steering Committee. The idea was raised of creating a steering committee to help define and approve of projects that the FOBL would like to fund with money it raises. Such a committee would include GW, a librarian, a trustee, and someone from FOBL. KB

volunteered to serve as the initial trustee on the committee (to likely be replaced at a future date by the trustee responsible for facilities).

- Current Accounts. The FOBL's current balance of funds is \$64,532.00, with savings of \$10,209.43. Part of this is the result of beating the FOBL's target for this year's annual fundraising party by over \$27,000.

Director's Report

- Circulation Statistics. GW began his report by highlighted the fact that circulation stats as reported are wrong. WLS is looking into this issues. The stats for June should be back to normal, but we don't know yet if we can re-run the two months that showed our figures as down - which were mistaken.
- Construction Grants. GW will serve on the NYS construction grant committee, which will not affect our receiving any grants we are anticipating.
- Unallocated Fund Balance. GW is working to get a better sense of what this figure should be for this year.
- Appreciation of Public Outreach. GW was thanked by the board for his last-minute participation of a community event sponsored by Sarah Lawrence College.

Finance Report

- Capital Projects. We have now begun paying bills for our HVAC project. Going forward, someone from the board associated with the project should review larger bills for the project. CB said she would review bills to keep things on track.

A **MOTION** was made, seconded and approved unanimously to approve a total of \$24,134.18 in vouchers for the month of May 2019.

Committee Reports

Personnel

- Part Time Hires. Greg has made several new part time hires, which were approved by the board as follows:.

A **MOTION** was made, seconded and approved unanimously to approve the hiring of Sara Conway as a new page at \$12 an hour starting June 17th.

A **MOTION** was made, seconded and approved unanimously to approve the hiring of Caroline Reddy as a part-time librarian at \$25.01 an hour starting June 17th.

A **MOTION** was made, seconded and approved unanimously to approve the hiring of Brian Zamick as a part-time librarian at \$25.01 an hour starting June 17th.

Facilities

- HVAC Update. Bid documents are going out on Monday. Bids will be back in late July, with the hopes of approving a bid by August. We will need to hold an emergency board meeting for this approval.
- Staging Area for Future Work. The architect has suggested a staging area near the front of the library to service the work to be done. Importantly, we would prefer that this work does not create noise and dust that would disturb our patrons, especially young ones.

IT/Publicity

- BPL Website Redesign. The new website is finally finished. We just need to link to the now separate FOBL website. Lis Herbert who created the site will now hand it over to Devine Designs who will host and maintain the completed website. GW hired a team that works with libraries and are very reasonable in pricing. Will be easy to work with them.
- Phone System will need to be updated and replaced. Need to replace copper wires as well. GW got an estimate from one vendor for \$11,120. We will take the time to get a few other estimates from other vendors.
- A To Be Fixed List is fairly long at this point including exterior painting, floors, walls etc.

Adjournment

A **MOTION** was made, seconded and approved unanimously to adjourn the meeting at 8:21 pm.

Respectfully submitted,

Katy Barrett
Board Secretary