

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

March 7, 2017

IN ATTENDANCE

Trustees Present: Darcy Kaye (DK), Mary Mackintosh (MM), Susan Finch Moore (SFM), Julia Murphy (JM), Joe Peddy (JP), Sarah Normand (SN), Sarah Underhill (SU), Ruth Walter (RW)

Trustees Excused: Peter Thorp

Others Present: Gregory Wirszyla (GW), Library Director

PROCEEDINGS

The Meeting was called to order by SN at 7:03 pm.

SN noted that three trustees, Joe Peddy, Mary Mackintosh and Sarah Underhill, are leaving the board after completing their two terms. SN expressed the board's gratitude to Joe Peddy, especially for his stewardship of the building and good humor, to Mary Mackintosh for serving on two director search committees, and to Sarah Underhill for her innumerable efforts including her lengthy service as board President. SN presented a Bill Dowling drawing of the library to SU and a gift certificate to Womrath's to JP, MM and SU.

Minutes of the Meeting of February 13, 2017

The minutes of the February 13, 2017 meeting of the Board of Trustees were approved unanimously.

Friends Report

There was no Friends Report as the Friends have not met since the last BPL meeting.

- GW noted that he had discussed the Friends budget with Friends President Margaret Mager. The preliminary Friends budget indicates that the Friends will continue to try to fund programming but may not be able to fund as many books. The Friends treasurer resigned so they are searching for a replacement.

Director's Report

GW presented the director's report.

- Midland Avenue and the library parking lot reopened this week after being closed for repairs to the sinkhole on Midland Avenue. The parking lot closure affected attendance which was down 11%.
- There was also an accident report this month. A gentleman slipped back and fell off a chair and hit his head. GW called him to follow up and the gentleman has not been to a doctor. GW reported the incident to Jim Palmer.
- The 2016 Annual Report was submitted to WLS on March 1. Book collections remain level due to new purchases matching books weeded out of the collection. Circulation of electronic

materials was up 400%. BPL is lending more to other libraries than it is borrowing from other libraries.

- After the BPL board approves the report, WLS will approve it and send it to the state.

A **Motion** was made seconded and approved unanimously to accept the 2016 Annual Report as submitted to WLS.

- SN noted that since BPL's new website went online in 2014, the number of users has increased dramatically, from 3,000 monthly visitors to 10,000, so it has been a big success.
- DK asked why the longer term usage numbers have declined, and GW noted that library usage generally increases with poor economy and decreases as the economy gets better.

Finance Report

GW presented the financial report.

- Overall the budget is at 72.5% and should be at approximately 75%, so BPL is under budget for the year at this point.
- Jim Palmer has not yet looked at the FY2017-18 budget GW submitted. The Village Trustees have to approve it in April.
- RW noted that the flow of information from the Village has improved resulting in better reporting to the BPL.
- SN reported on her and SU's meeting with the Village regarding how the surplus is calculated.
 - It was agreed the surplus is the amount the Village approves each year for BPL's operating budget, less the amounts actually spent. By this calculation, the surplus for FY2015-16 was actually \$128,883.23 rather than the approximately \$26,000 previously calculated.
 - JP had asked GW to see how other libraries handle surplus. Some libraries apply the surplus to next year's budget, some allocate it to capital project funds and some allocate it to special projects, or some combination of the three. SN recommended that the Board's Finance Committee be tasked with considering this issue and recommendations for a policy. SU noted that the revenue is BPL revenue that cannot be transferred to the Village general fund. If there is a balance at end of the year, it is the library's responsibility to recommend a usage. SN and SU now believe the Village and the library have the same understanding of how to allocate the surplus.
 - It was agreed that the Finance Committee will prepare and submit to the board a draft policy addressing how any surplus will be handled, which will be considered and approved by the library board and then submitted to the Village in writing. RW recommended incorporating specific timing, but SN noted that the Village does not have a final audit number until the fall. SU suggested making a recommendation in September and then finalizing it when the audit complete.
 - SN noted the Village has always covered shortfalls historically. SN believes there is likely not to be a shortfall in the future due to better financial reporting.
- SN is also asking the Finance Committee to review the trust policy. JP asked to confirm whether BPL has to take out 5% of the principal of the trusts, but SN reported that research to date indicates BPL does not need to withdraw any amount. Jim Palmer is confirming this with the Village auditors.

A **Motion** was made, seconded and approved unanimously to approve the following **Resolution**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library authorizes the Village Treasurer to increase the Yeager Fund by \$1,643.20; the same amount to be offset by a payment by the Friends of the BPL for John Gallucci's overtime costs (caretaker) related to Friends Events.

A **Motion** was made, seconded and approved unanimously to approve a total of \$17,707.09 in expenditures for February 2017.

Personnel

- GW reported that ES had to leave for a few days last week due to a family emergency. The Board conveyed its best wishes to ES.

Facilities

GW reported on facilities.

- GW reported on the Reference Room chairs upholstery project. Nicole's Interiors will try to get the chairs back to the library next week. There are 27 more chairs to reupholster. GW proposes doing the medallion chairs next (6 Reading room and 4 Browsing room). SN noted that BPL has the fabric for all of the chairs, thanks to SU, and there is sufficient capital funding available to complete the remaining chairs.

A **Motion** was made, seconded and approved unanimously to approve the following **Resolution**:

IT IS HEREBY RESOLVED that the Board of Trustees of the Bronxville Public Library authorizes the Village Treasurer to reimburse Sarah Underhill for fabric purchase in the amount of \$128.25; to pay Robert's Gallery an amount not to exceed \$2200 for the repair and refinishing of 10 chairs located in the Reading Room; and to pay Nicole's Interiors an amount not to exceed \$850 for the reupholstering of 10 chairs located in the Reading Room, to be paid out of the following capital project fund: **Furniture Restoration (20152016-0304-7410)**.

- The Yogibos have arrived in Children's Room so that furniture upgrade project is complete.
- GW has prepared a proposed request to the Village for capital funding for next year, which includes the following:
 - First and second floor refinishing at a cost of \$14,130 according to a previous estimate. GW noted that we may want to defer the first floor refinishing until the library closes to upgrade the HVAC in the next year or two.
 - \$3,200 to repair floor damage in the history room.
 - SU raised the subject of the Phase 1 Pondfield Road entrance landscaping project budget and the need to allocate \$7,500 funds in the budget as a placeholder. JP noted that he will pay for the bench proposed for the Pondfield Road entrance and was thanked by the board for his generosity.
- The HVAC budget will need to be considered. GW noted he has had a positive experience with the new HVAC maintenance firm.

Publicity/Outreach

SU reported on Publicity and Outreach.

- SU reached out to Liz Herbert regarding library cards, will arrange for new signage for the library and will teach the librarians how use the templates.

SN noted the annual meeting is in April hopefully with new board members. GW is going to work with the different committees to prepare summaries for the annual meeting.

Next meeting is the Board's annual meeting: Thursday April 6, 2017, at 7 PM in the Board Room.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8:45 PM.

Respectfully submitted, Susan Finch Moore