

Bronxville Public Library
Minutes of the Meeting of Board of Trustees
March 8, 2018
Bronxville Public Library Board Room

IN ATTENDANCE

Trustees present: Katy Barrett (KB), Darcy Kaye (DK), Susan Finch Moore (SFM), Julia Murphy (JM), Sarah Normand (SN), Ruth Walter (RW)

Trustees excused: Catherine Bird (CB), Pippa Colvin (PC), Peter Thorp (PT)

Others present: Gregory Wirszyła (GW)

PROCEEDINGS

The meeting was called to order by SN at 7:02pm.

An amendment to the draft minutes was made correcting PN to PT under the IT Publicity section. The amended minutes of the February 8, 2018 meeting of the Board of Trustees were approved unanimously.

Friends of the Library Report

- MMager not present but GW described the preparations for the FOBPL fundraiser Irish Authors on Friday March 9, 2018. About 240 people have pre-ordered tickets, including many at the Platinum level.

Director's Report

- GW reported that BPL received a letter from WLS noting that because the library had loaned more books than it borrowed from other libraries, WLS will give BPL \$2,161 for books.
- At the request of the Village, the library was open extra hours over the last week due to the power outages to provide warmth and electricity to residents without power. The library was packed during the extra hours.
- Annual Report was not complete at the last board meeting and GW did not receive final information until February 26, 2018 (and the report was due March 1, 2018). The board reviewed the final report and a **Motion** was made, seconded and approved unanimously to approve the submission of the annual report.

Finance Report

- GW discussed the finances for February 2018; SN discussed that the OLA fee will be reimbursed by the Village at end of fiscal year using appropriated funds which were not spent by BPL (the appropriated fund balance). Until the reimbursement occurs, this line item will be over budget but will true up at the end of the year. The OLA fee is currently in the Legal Fee line item, but is not actually a legal fee.
- The Publicity line is slightly over budget due to the web page updating and Special Programs is also slightly over because GW has had to use this account to pay expenses that will later be reimbursed by FOBPL.
- GW has discussed with the Village eliminating the Administrative Fees line because the Village has not been able to explain why this line item is included.

- Overall, the budget was projected to be at 75%, but is currently at 68.7%.
- A **Motion** was made, seconded and approved unanimously to approve a total of \$16,561.90 in expenditures for February 2018.
- The 2018-2019 Operating Budget is anticipated to be \$1,512,035.00, an increase of \$105,028.00 from FY 2017-2018. The increase is partially offset by an anticipated \$85,000 transfer of appropriated funds and by including a more realistic contribution from FOBPL. Of the remaining \$16,078 increase from the prior year, approximately \$14,000 is from budget lines outside of the library's control, including insurance, WLS fees, and state retirement contributions. The budget is a 1.19% increase over last year but the library is still able to increase book and e-book funding. Possible raises are reflected in the \$14,000 contingency line item.
- A **Motion** was made, seconded and approved unanimously to approve the tentative 2018-2019 Bronxville Public Library Budget in the amount of \$1,512,035. This is an increase of \$105,028 from the FY 2017-2018 Budget with \$85,000 coming from the Library appropriated fund balance to offset an engineering expense for the HVAC system. Less this expense, total expenditures will be \$1,427,035, an increase of \$20,038, or 1.42%, from FY2017-2018.
- Capital Project Budget FY 2018-2019. GW discussed that the Village has requested a proposed capital budget for the library. SN, CB and GW went to a budget workshop to explain to the Village Trustees the process the board has gone through to reach the HVAC replacement decision. The library will present a proposed capital budget which includes only the HVAC replacement at a cost of approximately \$800,000. A new phone system for the Village including the Library will be rented by the Village and will be an operating expense. Some funding for landscaping was provided in last year's capital budget, and the Library is unlikely to undertake substantial landscaping work in the next year due to the HVAC replacement project. MHackett will come to next month's meeting to discuss the landscaping master plan. Some painting and floor sanding will be needed but can be covered by prior years' capital funding.

Committee Reports

- Personnel: GW provided a Children's Library staffing update. GW is discussing JV's Librarian II application with the state civil service and hopes to have the matter resolved in a month. GW has someone very interested in Librarian I position, but will still advertise position.
- Facilities: CAQS came March 7, 2018 to inspect fan coils; one likely needs replacing; GW getting estimate.
- HVAC replacement update:
- IT/Publicity: KB provided a Website update. In process.
- Open discussion of library matters.
 - SFM discussed making lists suggesting additional books for people to read if they enjoyed a certain book.
 - DK suggested clear magna-tiles to use on a light table.
 - JM suggested having a coffee truck or other food items come set up occasionally outside the library.
 - GW to consider and discuss with librarians.
 - SN was approached by Bronxville Historical Conservancy (Marilyn Hall) to co-host a tour to be held on May 20, starting with a lecture in the Yeager Room discussing the art held at the library and Village Hall and then docents will lead a tour of the art at the library, then Village Hall to be followed by refreshments.
 - Next board meeting will be the Library's annual meeting, at which new officers will be elected.

A **Motion** was made, seconded and unanimously approved to enter Executive Session at 8:19 pm to discuss the employment of a particular person.

A **Motion** was made, seconded and unanimously approved to exit Executive Session at 8:27 pm.

A **Motion** was made, seconded and approved unanimously that, effective March 8, 2018, Library staff member Jessica Viessy shall receive an increase in salary to \$53,077 in recognition of her increased responsibilities as Acting Head of Youth Services, retroactive to December 1, 2017.

A **Motion** was made, seconded and unanimously approved to enter Executive Session at 8:28 pm to discuss CSEA matters.

A **Motion** was made, seconded and unanimously approved to exit Executive Session at 8:35 pm.

A **Motion** was made, seconded and unanimously approved to adjourn the meeting at 8:35 pm.

Next meeting: Thursday, April 12th, 2018 @ 7 pm, Board Room