

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

October 12, 2017

IN ATTENDANCE

Trustees present: Darcy Kaye (DK), Julia Murphy (JM), Katy Barrett (KB), Peter Thorp (PT), Pippa Colvin (PC), Sarah Normand (SN)

Trustees excused: Catherine Bird (CB), Ruth Walter (RW), Susan Finch Moore (SFM)

Others present: Gregory Wirszyla (GW), Library Director

Not present: Margaret Mager (MM) President of the FOPBL

PROCEEDINGS

The meeting was called to order by SN at 7.05pm.

Minutes of the Meeting of September 13, 2017

The minutes of the September 13, 2017 meeting of the Board of Trustees were approved without change.

Friends Report

M Mager was not present, and therefore GW presented the Friends Report.

The new Friends treasurer, Frank Murray, has not been able to open the quickbooks file, which appears to be corrupted. He may have to create a new file moving forward. The Friends are thinking about closing their website to save money. Adding a page to the library website is being considered. They are also looking in to the best way to link donations, either directing donors to a separate page or a separate site. Donations in 2017 are currently at \$32,371, which is lower than last year's total, but level with donations at this time in 2016. A solicitation letter will be sent out in November. There have been preliminary discussions about the annual February fundraiser.

Directors Report

The overall budget is in good shape, with payroll lines at 38.5% and the general fund at 34%. This year Veterans Day falls on a Saturday, and therefore the library will be closed that day, as was announced. Full-time employees are due a day off for Veterans Day, therefore the library will also be closed on Friday November 10th in order to give them the day off. SN proposed a

motion to close the library on November 11th. It was noted that the calendar for next year should be discussed with the Trustees' lawyer in order to determine if this situation will arise on an annual holiday next year.

The amendment of the charter to the Regents of the University of the State of New York will be voted on next month. The two amended terms will be changed in the by-laws.

Finance Report

The Friends gave \$5000 to the library director last month. Some of this has been spent, leaving \$2600. GW clarified that the Friends will give \$2500 to GW per month, not \$5000 per month as had been previously noted. SN made a motion to correct this in last month's minutes.

GW is waiting for one more chair from the furniture restorer and will then hand over a table for restoration.

A **Motion** was made, seconded and approved unanimously to approve a total of \$11,887.56 in expenditures for July and August 2017.

Operations

SN asked for an update on the landscaping plan. Maureen is currently updating the plan.

Personnel

Jess Veissy will be returning from maternity leave in the last week of October. Erin Schirota will be leaving at the end of November, and not working through December as previously discussed. However, ES will continue as a part-time employee, working on Saturdays and Sundays.

Facilities

One of the library goals was to review the library's digital offerings. SN has asked GW to prepare a list of what has been done to date, and next steps. GW will coordinate with KB and PC to meet and go through this, discussion to include how to make the library website more user friendly.

PT will discuss the survey next month. Thatcher Drew is going to provide some advice. SN suggested including questions about the e-library items in the questionnaire. PT noted that he welcomes comments from the board.

Other business

Policy Review

DK queried the fees charged to hold childrens' books. Overdue fines were discussed and a Motion was made and approved to cancel hold fees for children's and adult books, cancel fees for

looking up patrons' card information, and reduce late fees for DVD/VHS movies from \$1 to 50c (DID WE ALSO AGREE TO REDUCE FINES FOR LATE XBOX GAME RETURNS TO 50c?)

A Motion was made to update the policy regarding the emergency response team for the Bronxville Local History Room. GW will check with the library historian to see if this is required. GW PLEASE CONFIRM THIS IS CORRECT.

The policy regarding computer access was discussed. JM questioned the safety of adults having access to the computers in the Childrens' Room. GW is going to speak to the staff in the Childrens' Room to get their feedback on whether adults sitting with children while they use the computers, or adults individually getting access to computers in the Childrens' Room presents a threat/problem. SN pointed out that the law referred to in point 10 under Internet Use by Minors is not specified. GW is going to look in to this.

GW noted that a staff member had asked what the library's policy is in the event of an active shooter in the library. GW is going to reach out to other local libraries to find out what policies they have in place.

The next board meeting will be Thursday, November 9 at 7pm.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8.15pm.

Sincerely,
Pippa Colvin