

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

September 13, 2017

IN ATTENDANCE

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

Trustees excused: Susan Finch Moore (SFM)

Others present: Gregory Wirszyła (GW), Library Director; Margaret Mager (MM) President of the FOPBL

PROCEEDINGS

The meeting was called to order by RW at 7.10pm.

Minutes of the Meeting of July 13, 2017

The minutes of the July 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. Frank Murray is the new FOBPL treasurer. The Friends currently have: \$25,000.45 in checking; \$10,191.65 in savings; \$2,500 in PayPal; and \$448.90 in undeposited donations. Fall solicitations will go out in November.

The FOBPL has decided that as of July they will no longer be issuing individual checks to vendors; instead, the FOBPL will issue a lump sum check of \$2500.00 each month to the library deliverable at the monthly FOBPL meeting.

Directors Report

GW explained that problems regarding water damage among other issues were noted by a recent visit by the piano tuner when he came to service the piano purchased by the Friends from Pianotek last year. PC contacted Pianotek and they agreed to replace the piano. The piano tuner visited the store in Long Island and approved the replacement piano, which was subsequently delivered to the library.

Finance Report

GW pointed out that financially the library is in good shape, having expended approximately 23.3% of the approved operating budget. Payroll (27%) and other budget lines (25%) are where they should be at the end of August.

RW raised the fact that we pay a legal retainer of \$1400 per month. Typically we are only using the law firm for a matter of minutes each month. JM noted that we need to be in good standing with the legal firm in case they are needed for an important matter. RW noted that we may be in a position to renegotiate the monthly fee with the firm in the fall.

PN asked if fewer people have been coming to the library. The circulation statistics show that circulation has fallen, but GW pointed out that the number of visitors to the library fell when the flood mitigation project forced the closure of Pondfield Road and the library parking area. We should see an increase in circulation now all the construction work is almost complete. GW also pointed out that generally as the economy improves fewer people use the library.

SN and GW met with JP and LV to discuss the surplus from FY 2016/2017. The village initially proposed that the library should keep \$38,858 of the surplus, which is the amount of revenue less expenditures. SN and GW responded that the library should be able to keep the majority of the surplus that was within the library's control (e.g., PT payroll costs, as opposed to health insurance costs which are not under library control). By GW's calculation, the budget lines within the library's control accounted for \$73,385.04 of the \$97,016.11 left from the Approved Budget (\$1,426,500.00). JP agreed that the library could keep an additional \$12,000 of the surplus, which will be used to fund the cost analysis of the HVAC replacement project. The additional \$12,000, plus the \$38,858 initially proposed by the Village, will increase the library's overall fund balance to \$96,965.30.

A **Motion** was made, seconded and approved unanimously to approve a total of \$33,496.18 in expenditures for July and August 2017.

Operations

The library's policy on annually drawing money from the various trusts it holds was discussed. Under the current policy 5% is drawn down annually from the trusts. This started at the time of the financial crisis around 2009. At the time, the trusts were making 4-5% interest annually. This is no longer the case. In addition, the Village auditors have confirmed there is no legal requirement to draw down any particular amount. It was agreed that moving forward the intention of the Board is to preserve the principal of the trusts and to limit spending of the trust money to (1) amounts earned as income or appreciation or (2) special projects for the long-term benefit of the library, rather than to fund operational expenses.

A **Motion** was made, seconded and approved unanimously to amend the Trust policy to reflect that the intention of the Board is to preserve the principal of the trusts and to limit spending of trust money (1) to amounts earned as income or appreciation or (2) to special projects for the long-term benefit of the library.

Alfred Latimer II has donated a painting entitled Paris: Le Pont Neuf with boat traffic on the Seine, to the library. The painting has been valued at \$5000, and Mr. Latimer covered the cost of the appraisal. SN suggested that GW discuss where to hang the painting with Jayne Warman. The Board expressed gratitude to Mr. Latimer for his generous donation.

A **Motion** was made, seconded and approved unanimously to accept the gift of the painting from Alfred Latimer II.

PN asked if there is a policy that allows the library to sell paintings or other items that have been donated. GW said that this is allowed under library policy covering donated items. GW mentioned that there are two rugs in the attic which were donated in the past, and which may be valuable if repaired. PN suggested that the rugs could be sold and the proceeds given to the Art Restoration Fund. SN asked GW to speak to Jayne Warman about the idea of selling these two rugs.

It has come to our attention that the Library's Charter needs to be amended to reflect two amendments that previously were made to the Bylaws: (1) Trustees may serve 3-year terms of service, and (2) the total number of Board members is not less than 7 or more than 11. Under the Charter, Trustees serve 5-year terms, and the total number of Trustees is 7-9. The Board must now petition the NYS Board of Regents to amend the Charter. Once this has occurred, Bob Shearer will be officially appointed as a new member of the Trustee Board.

Personnel

JV had a baby girl! The Board expressed congratulations to JV and her family.

ES will be leaving her full-time position at the BPL after JV returns from Maternity Leave in November due to personal reasons. ES may stay on until December and thereafter will be available to work part-time on weekends.

Facilities

The HVAC committee has received cost analysis proposals from four companies: two bids are high, two are lower, as reflected in the attached Capital Project Proposal. RW asked if the committee has thought of applying for state or local (non-WLS) grant funds for this project. GW is going to look in to this. JM suggested talking to the architects about this.

A **Motion** was made, seconded and approved unanimously to approve the bid from OLA to carry out the cost analysis for the new HVAC system.

The Welling tree is doing well.

DK noted that the WLS Trustee Institute is holding a session on October 3rd at 6.30pm at Eastchester Library on running an effective meeting.

Other business

SN informed us that she attended the September 11 meeting of the Village Trustees, and presented an update on the library's programming, facilities etc. Her report was enthusiastically welcomed. There were questions about the library staff, and SN reported that there are very good relations between GW and the library staff.

PC reported that the opening of the new exhibition 'Martin Luther & the Reformation' was a big success. Elizabeth Vranka has offered to arrange a private tour of the exhibition for the Trustees and Friends. PC will work with Elizabeth to find some evening dates.

The next board meeting will be Thursday, October 12 at 7pm.

A **Motion** was made seconded and approved unanimously to adjourn the meeting at 8.45pm.

Sincerely,
Pippa Colvin