

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
September 19, 2019

IN ATTENDANCE

Trustees Present: Darcy Kaye (DK) (remotely by telephone and Facetime app), Ellen de Saint Phalle (ESP), Ruth Walter (RW), Katy Barrett (KB), Catherine Bird (CB), Robert Shearer (RS), Nick Parks (NP),

Trustees Absent: Susan Finch Moore (SFM), Kevin Charlton (KC)

Others Present: Greg Wirszyla (GW), Library Director

PROCEEDINGS

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

Minutes of the Meeting of June 13, 2019

DK presented the minutes of the Board Meeting of June 13, 2019. The minutes were unanimously approved.

Minutes of the Meeting of July 11, 2019

KB presented the minutes of the Board Meeting of July 11, 2019. The minutes were unanimously approved.

Minutes of the Meeting of August 30, 2019

DK presented the minutes of the Board Meeting of August 30, 2019. The minutes were unanimously approved.

Friends of the Library Report

- Dina Grant (DG) is the new President of the FOBL. She was unable to attend our meeting this evening.
- In addition to Dina, the FOBL have put a new slate of board members in place.
- The FOBL will soon be putting out a new solicitation for fundraising and gifts.
- Darcy (DK) noted that the FOBL has approved two new benches for the front of the building. They will fund one and Joe Peddy will fund the other, in memory of his wife.

Director's Report

- Caroline Reddy, who was recently hired to a part-time librarian position has now taken a full-time position with the Yonkers library. She may be able to give us some time, but we have to re-posted the position.
- Greg (GW) and Bob (RS) met with the Village recently, and determined that our unallocated balance (i.e., the unspent portion of our budget) was \$101,508.
- We are receiving a good public reaction to our decision to use the far room on the children's section for homework from 3pm-5pm Monday through Wednesday. Special efforts are made to keep this area quiet as a study hall.
- Our circulation numbers are back on track, after suffering a hitch last month due to the installation of a new computer system. Some kinks remain to be worked out, but our numbers are positive.
- GW was thanked by RW for his efforts over the summer to keep the library operating smoothly and efficiently.

Committee Reports

Facilities

- An extensive discussion was had regarding a request by the Village of Bronxville that the library spend down all available "trust" that it currently maintains in order to support the funding of our proposed HVAC system.
- In addition, the Village has requested that the library contribute any "unallocated fund balance" available (see above, this equates to \$101,508.00).
- Discussion was had as to the proper process for determining the unallocated fund balance and clarification of the budget process.
- Further discussion was focused on separating those "trusts" that have been designated for a particular purpose, (see: the Burt, Crispell-Acc'd Interest, and Crispell - Principal) and those that have no such limitation on use (see: Hantsche, Corbus, Griffel and Makkonen).
- GW suggested that the Board seriously consider some sort of hold back to create a "rainy day" fund, as construction work often results in hidden costs, specifically from the unallocated fund balance.
- Following debate on these issues, two motions were made and voted on, as follows:

A **MOTION** was made and seconded as follows:

To spend down the full amounts of the Hantsche, Corbus, Griffel, Makkonen library trust funds to the extent legally permissible - as determined by the Village Counsel - to enable

the Village Board to proceed with the existing bids as presented to the Village on September 9 by the HVAC Committee of the Board.

This motion carried by a vote of 6 to 1, with Darcy Kaye voting against.

[At this point in time, RW exited the meeting and CB became the acting meeting Chair]

A subsequent **MOTION** was made and seconded, as follows:

To spend down the prior year's unallocated fund balance as currently calculated by the Village to enable the Village Board to approve the existing bids as presented to the Village on September 9 by the HVAC Committee of the Board.

This motion carried by a vote of 6 to 0.

Finance Report

A **MOTION** was made, seconded and approved unanimously to approve a total of \$39,140.03 in vouchers for the month of July 2019.

A **MOTION** was made, seconded and approved unanimously to approve a total of \$16,078.42 in vouchers for the month of August 2019.

- A review of the financial reports to July and August showed that we were roughly on track with expectations.

IT/Publicity

- Additional work to update and launch the new website is underway.

Open Discussion of Library Matters

It was noted that new chairs for the Reading Room have been selected and will be shortly purchased at a cost of \$2000. It is anticipated that these be paid out of the Burt fund.

Adjournment

A **MOTION** was made, seconded and approved unanimously to adjourn the meeting at 8:31 pm.

Respectfully submitted,

Katy Barrett
Board Secretary