

BRONXVILLE PUBLIC LIBRARY
Minutes of the Meeting of the Board of Trustees
December 14, 2018

IN ATTENDANCE

Trustees present: Bob Shearer (BS), Catherine Bird (CB), Darcy Kaye (DK), Kevin Charlton (KC), Pippa Colvin (PC), Ruth Walter (RW), Sarah Normand (SN)

Excused: Katy Barrett (KB), Susan Finch Moore (SFM)

Others present: Gregory Wirszyla (GW) Library Director, Margaret Mager, FOBPL Chair (MM)

PROCEEDINGS

The meeting was called to order by RW at 9.17am.

Minutes of the Meeting of November 18, 2018

The minutes of the November 18, 2018 meeting of the Board of Trustees were unanimously approved.

FOBPL Report

MM reported that the 2019 FOBPL budget was approved. The goal for 2019 is to raise \$87,000 (the amount raised in 2018 was \$94,000, including \$40,000 raised at the annual party).

Solicitation for 2019 is budgeted at \$45,000.

The recent Sip & Shop event at J McLaughlin raised \$1802, which was their best ever fundraiser. The first annual FOBPL book sale raised \$500, which was a big success. MM noted that the library staff were a great help.

FOBPL will continue with their \$3000 monthly contribution to the library moving forward. Any extra money will go to special projects.

Lia Gravier will be taking over as President of FOBPL. MM highlighted the great group of new board members who will all chose to work on specific committees.

RW thanked MM for her leadership and great partnership.

SM noted the improved relationship between FOBPL and Trustees.

On January 8th 2019 the Ann Goldstein event will be held at Concordia College, with a special opportunity to meet Ms Goldstein afterwards for a select group.

FOBPL's annual fundraiser will be held on March 8th 2019, with a Hemingway theme. A host committee of 20-25 people is being compiled.

SN asked about the proposal that the librarians take over running FOBPL events. MM explained that this would be a case of FOBPL getting out of the way re events. Money that in the past has been spent by FOBPL on events will go to the library. Author talks will be reduced in number.

Directors Report

Finance Report Vouchers

It was noted that costs for periodicals was high this month, but it is an annual payment. There was also a repair charge for the fan coil units that had been leaking.

A **Motion** was made, seconded and approved unanimously to approve expenditure of \$27,104.89 for the month of November, 2018.

Review of Financials

Overall the library financials should be at 50%; the overall Library Operating Budget is currently at 45.8%, so in a very good position. Almstead recently charged \$1400 for compost. GW will speak to the Village about covering this charge. SN pointed out how healthy the Welling tree is looking.

Facilities

The gutters have recently been cleaned. Interstate performed their annual sprinkler test on December 3rd 2018 and had to carry out a small repair.

DK noted a free on-line tutoring service that will be available from January 2019. A library card is needed for access. tutor.com is provided by Princeton Review. DK suggested that this should be included in FOBPL marketing material. Getting this information to the Bronxville School was discussed, although GW pointed out that communications with the school could be better from the school's end. RW will reach out to the PTA to encourage participation in this new service.

Committee Reports

HVAC

OLA made two site visits with a structural engineer in order to map out possible runs for the mechanicals from the pit to the attic as part of the HVAC project. RW asked if there was any word on the budget. GW explained that the drawings are needed first, and that these should be ready by the end of 2018. GW will follow up on this. GW explained that another (fourth) architectural firm would like to bid on the HVAC project.

Publicity

SN has been working with Lis Herbert. The next website draft is due in a week. SN had photos of the library taken for the website. SN suggested getting extra publicity for programs for example, the Young Scientists group. GW noted that these do already fill up quickly. MM pointed out that the FOBPL could publicize such events by promoting them as 'brought to you by the FOBPL'. RW noted that publicity could be retroactive, to highlight successful events.

Personnel

Holiday closings for 2019 were reviewed. This year no holidays fall at weekends. SN pointed out that the library's lawyer should look at the list of closings. DK pointed out that '1pm close' should be deleted from Christmas Eve and New Year's Eve, because the library will be closed for the day in both cases.

A **Motion** was made, seconded and approved unanimously to approve Bronxville Public Library Public Hours & Holiday Closings 2019 with the above amendments.

A **Motion** was made, seconded and unanimously approved to enter Executive Session to discuss CSEA matters at 10.03am.

A **Motion** was made, seconded and unanimously approved to adjourn Executive Session at 10.18am.

A **Motion** was made, seconded and approved unanimously to adjourn the meeting at 10.19am.

The next board meeting will be held on January 10th, 2019, at 7pm in the Board Room.

Respectfully submitted,

Pippa Colvin