

Briarcliff Manor Public Library Board of Trustees

12/08/21 Minutes

Present: Kim Izzarelli, Andrea Ziltzer, Bob Fetonti, Donna Pesce, Andrea Ziltzer, Jakob Hesketh, Pat Richards Ros Beck (by Zoom), Javad Shabani (by Zoom),

Absent: Stephanie Casper, Amanda Bromberg, Kevin Hunt

Guests: Joshua Ringel, Briarcliff Village Manager

7:07 Meeting called to order by Kim Izzarelli and the Board reviewed 11.10.21 Board meeting minutes. Minor correction made to meeting date and Bob motioned to approve minutes, Pat seconded, motion passed unanimously.

Remarks of the President

Kim welcomed new Village Manager Josh Ringel to the Board meeting and expressed our happiness in having his support. Josh shared with us his prior experience working for Tarrytown and Scarsdale, as well as his earlier career working in NYS government positions. Josh made clear that libraries have a big place in his heart! He wants to be a collaborative partner with our library and is happy to come to meetings and to events when needed – and sometimes just because he and his family love libraries! The Board expressed appreciation for his attendance and looks forward to working with him.

Financial Report

50.41% of budget used through year as of December 1, 2021. Donna said people not using Freegal much, suggests not renewing contract next month, can save \$2400/month to use for new books, patrons noticing dearth of new titles or longer waits for books. Board agreed, Jakob suggested alerting community so people who use it are not surprised, Donna can do e-blast.

MUNIS: Kim said library staff should have training, it's a complicated system and needs to be set up in template for us, Donna agreed and suggested perhaps Ricki would be willing to show them; Josh will also bring up with Village staff.

Facilities: Gutter over front door needs repair for \$1900, Village paying, Josh to follow up with Dan. Elevator needed repair, library paid part of it as agreed upon percentage with Village. Board discussed it would be helpful to understand better what library vs Village pays for generally and specifically, helps with budget planning. Donna, Kim, and Josh will discuss further. Josh suggests having it written out to get clarity, and all understand it's a complicated situation. Kim explained history of budget process/situation over past years, has improved but important to clarify in case future financial environment changes.

Borrowing items: Donna suggests getting rid of credit card machine; currently broken, costs \$24/month to operate, hardly used and can refer patrons to WLS to pay. Board agrees. Also suggested considering elimination of renewal fees and having automatic renewals if no wait list for item. Other libraires doing this have found items returned typically only a day later. Board wants to think about this, loss of overfine revenues (though Donna says that's minor, most of that is book loss replacement which would remain the same) Also, when fines too high people may be embarrassed to return item at all. About 1/3 of Westchester libraries have no fines. Lastly, Great Books club wants to resume monthly meetings at our library but insist on specific day/time of evening when no staff here and would cost library money to pay staff members to stay open, very few club members (3), Board agrees not to do.

Village Budget Meeting: Donna suggested a Board member accompany her to the next Village budget meeting, and Josh supported this suggestion as an opportunity to educate more people about the role and needs of the library. Next meeting will be sometime between January 14 – 18.

Salary adjustments: currently 12 total staff members, 3 full-time; Donna wants to promote Lorraine from clerk to library assistant, she has a masters and is a trained book group leader. There's a potential part-time librarian opening too, could use for nonfiction collection.

Website design: Donna suggests hiring an outside designer to develop new library website, cost estimate \$3-4,000, and Amy can remain webmaster. We'll need to pay web hosting service, will enable online registration for patrons' programming/events, borrowing museum passes etc. Will have own domain so Board members can have individual library email accounts. (In meantime, Donna requesting free Board accounts from WLS.) We should start discussing what we would like to have live on site, including Board minutes for public access, recorded zoom meetings, articles of interest, bylaws etc.

Ceiling lights: Need to replace all upstairs, end of life cycle. Donna applied for a funding grant, Josh suggested other companies to apply to as well, e.g., TD Bank which is Village's bank.

Personnel

Kim brought up for discussion that library director hasn't ever had performance appraisal, which all employees deserve; should be standardized and done on regular schedule.

Other

Bob suggests Board members watch Trustee Institute meeting online, very valuable information.

Board agreed with Donna's proposed 2022 schedules for Board meetings and library closings. Jakob made motion, Pat seconded, all approved unanimously.

8:59 Meeting Adjourned by Kim Izzarelli.

Respectfully Submitted

Andrea Ziltzer

Approved by the Briarcliff Manor Library Board of Trustees on January 13, 2022.