

Minutes of Meeting of BMPL Library Board of Trustees Meeting

February 9, 2022, 7:09 p.m.

I. Roll Call, In attendance (all by Zoom): Donna Pesce, Stephanie Casper, Amanda Bromberg, Bob Fetonti, Ros Beck, Andrea Ziltzer and Kim Izzarelli.

Guests: Jonathan Marshall (by Zoom) from WLS, Mary Dale Allen

Absent: Jakob Hesketh, Javad Shabani, Patricia Richards and Kevin Hunt (VBM Trustee)

II. Approval of Minutes from Meeting of January 12, 2022 - motion by Trustee Amanda Bromberg to accept as amended (adding Jonathan Marshall), Seconded by Trustee Stephanie Casper and the motion was approved unanimously.

III. Remarks of the President - President thanked the Library Director for all the hard work and effort to prepare for the budget process. She also thanked the board members for actively showing up and participating directly in budget meetings with the village manager and staff to review items and help determine the best possible outcome for our patrons.

IV. Financial Report - The Library Director indicated we are 66.85% through the fiscal year and 66% of the operating budget has been expensed.

V. Acceptance of Revenue checks - Following review and discussion, a motion was made by Trustee Amanda Bromberg "to accept with gratitude, a check in the amount of \$25,000 on behalf of Assemblywoman Sandy Galef from the New York State Assembly; \$18 check from fines; and \$9.00 check from a lost item. The motion was seconded by Trustee Ros Beck and all checks were accepted, unanimously.

VI. Acceptance of Paid Invoices - Following review and discussion, a motion was made by Trustee Bob Fetonti "to approve payment of bills totaling \$24,088.87 and \$303.75. The motion was seconded by Trustee Stephanie Casper and all bill payments were approved, unanimously. The Library Director noted that the library is currently under staffed by full time staffers that would typically execute higher level tasks. The library as well staffed by part time staff. No transfers were processed this month.

VII. Confirm appointment of Library Page - Following a review of Nicholas Osinoff's resume, and the board's gratitude for his valuable skills and talents, a motion was made by Trustee Ros Beck to confirm the appointment of Nick Osinoff as Library Page. The motion was seconded by Trustee Andrea Ziltzer and the board approved unanimously.

VIII. Promotion to Library Assistant - Following a discussion of the staffing needs by the Library Director, a decision was made to fill the void from the loss of a recent full time employee with two part time positions - Part time Library Assistant and Part time Librarian. Board President Kim Izzarelli inquired if there was such an employee who would be reachable on a civil service list to fill the Library Assistant position. The Library Director indicated there was. To effectively execute these dual positions, a motion

was made by Trustee Bob Fetonti to confirm the promotion of Lorraine Isaac to the position of Library Assistant. The motion was seconded by Amanda Bromberg and the board approved unanimously.

IX. COVID-19 Service Plan - The Library Director indicated NYS had lifted the mask mandate today (February 9, 2022) and asked if the board wanted the existing COVID-19 Service Plan updated to reflect the change. The Board decided to lift the mask policy as of February 9, 2022, and to change the policy to require no appointments for the Children's Room. The Library Director indicated she would update the service plan and communicate this update to the village manager.

X. Budget Discussion - Following an overview of the budget process to date, the Library Director indicated that the village had rejected the addition of a full time Library Assistant. However, at this point in the discussions, everything that had been initially eliminated in the budget had been restored, i.e. from \$599K to restored to \$678K, resulting in \$31,402 added to expense lines (with the elimination of the full time position request.)

Since the Friends of the BMPL cannot use their funds to pay operating expenses of the library, she suggested it would be best to ask them for collection items and instead, use the \$31,402, above for the following items: Part-Time Librarian position \$22,750; Self Check-Out Terminal and use \$3,000 + \$1,500 = \$4,500; and Website enhancements, \$5,000 totaling \$32,250. The overage (\$32,250 less \$31,402 = \$858) would be absorbed from the Book Budget line.)

XI. Development of BMPL Employee Handbook - A discussion followed regarding the need for an BMPL Employee Handbook, using some portions of the village employee handbook as a template while creating other sections unique to the library employees, its volunteers and operations. The Library Director has begun surveying firms (Stephanie Adams) who have expertise in preparing employee handbooks specifically for library employees and has obtained quotes for approximately \$1,500 + \$2,500 to prepare and deliver. The Library President suggested the board target April's board meeting to begin, at least, a rough draft. Given the Employee Handbook was not included in this year's budget, this is a new expense. A motion was made by Trustee Stephanie Caspar to spend funds and engage the above mentioned vendor to prepare the handbook. The motion was seconded by Amanda Bromberg and approved unanimously.

XII. Report of the Library Director – The Library Director's Report was submitted as part of the Library Board packet.

I. We are still planning the Human Library program for April 30, from 2-4 PM. Adds have been sent to Volunteer New York and The LOFT. We have three books. So far.

Respectfully submitted by
Kim Izzarelli
Approved March 9, 2022