

Briarcliff Manor Public Library Board of Trustees

1/12/22 Minutes

Meeting was conducted via ZOOM

Present: Kim Izzarelli, Ros Beck, Amanda Bromberg, Stephanie Casper, Bob Fetonti, Donna Pesce, Jakob Hesketh, Pat Richards, Andrea Ziltzer

Absent: Javad Shabani, Kevin Hunt

Guest: Jonathan Marshall, WLS Trustee representative

7:12 PM Meeting called to order by Kim. Review of minutes of meeting (12/08/21). Motion to approve by Bob, seconded by Stephanie. Motion passed unanimously.

Financial Report

Donna requested that \$1300 from the discontinued Freegal and credit card service be transferred to the budget line to purchase books. Motion to approve by Jakob, seconded by Amanda. Motion passed unanimously.

Motion to approve the hire of William Townsend, full time staff assistant, with retroactive start date of November 29, 2021. Motion to approve, Ros, seconded by Andrea. Motion passed unanimously and the board offered its congratulations to William.

Covid Response Plan

Discussion to accept the updated covid/masking policy adopted by the Village. Motion to approve, Bob, seconded, Amanda. Motion passed unanimously

Library Handbook

Discussion regarding the need for a handbook for the employees and volunteers of the Library that would be developed by a committee of the Board. Donna will write the handbook and check with the Village attorney funds available for a review of it or a review by the Village attorney. Bob offered to complete the history section and Andrea offered to edit the document. Kim suggested a deadline for the end of March to coincide with the end of first quarter.

Current Strategic Plan

The plan ends in April 2022. Discussion about extending the plan since there is a new Village manager and some new staff.

Budget

Several members of the Board are planning to attend the Budget meetings at the end of the month.

Board Members Kim, Bob, Ros and Pat are planning to attend the meetings with Donna on January 28 from 3-4 PM and February 4 from 3 -4 PM. In preparation for the meeting, the Library Board Book Club has a session on January 18 regarding budget and finance.

A 12% across the board state increase in health insurance could mean that the budget process will be difficult. Donna and the Board are looking forward to working with Josh.

Concerns

There is no fund balance to cover operating expenses. One full time salary was replaced with the hiring of part timers and volunteers. The advocacy for the Library was discussed regarding the relationship with the Friends of the Library group and the impact of the by laws and the distribution of funds.

Updates

Board meetings for 2022 are listed in Public Meetings

WLS is being utilized to secure library emails for the Trustees

Munis

Human Library

Motion to adjourn by made by Stephanie seconded by Ros. Motion passed unanimously. Meeting adjourned at 8:38 PM.

Respectfully submitted,

Pat Richards

Approved by the Library Board of Trustees, February 9, 2022