

Briarcliff Manor Public Library
Minutes: June 8, 2022 Board Meeting

I. Roll Call

Meeting gavelled in at 7:10

In attendance via ZOOM, Kim Izzarelli, Andrea Ziltzer, Javad Shabani,

In attendance at the Library, Stephanie Casper, Bob Fetonti, Pat Richards, Donna Pesce

Absent, Amanda Bromberg, Ros Beck, Ned Midgely (Village Representative)

II. Approval of Minutes for May 11, 2022

Motion to approve, Bob, seconded, Andrea

III. Remarks of the President

To All, please stay healthy

IV. Financial Report

The library has spent 89.7% of its budget at about 100% completion of fiscal year. The following bills totaling \$7,049.80 were approved for payment. Motion to approve, Stephanie, seconded, Kim

V. End of year budget transfers

Approved for payment total \$1942.00 (Ortho Dental \$1,342.00, General Repair \$100.00, Contingent, \$500.00) Motion to approve, Stephanie, seconded, Pat

VI. Employee Handbook

Items to be on the agenda for the July Board meeting include which policies are to be included, availability of hard copies for employees, background check responsibility, anti-discrimination policy, emergency planning for unplanned closures for safety, remote work policies. Discussion followed regarding staffing and insurance requirements to be addressed with law firm producing the handbook.

VII. Library Annual Report

Review of the Power Point presentation of the Spring 2022 Library Annual Report. Suggestions to include the URL for the Library website, a letter from the Board President and a Photo(s) of Board members. Motion to adopt with changes Bob, seconded, Stephanie

VIII. Listserv/Library Newsletter

First newsletter released June 1. A new edition will be issued every two weeks with email blasts for special events. Library will continue to use the Village for municipal announcement. Library will build its own Listserv. Andrea will review wording and there could be a community contest to name the newsletter.

IX. Update of Staffing

Shelley's last day was May 31, 2022. Frank's last day was June 8, 2022. A clerk will be hired for summer to fill in for Frank. Donna will hire through Civil Service. Zack was hired and has started to work Mondays and Fridays 11 -6 and alternate Thursdays. Motion to approve clerical hire move, Bob, seconded, Stephanie.

X. Report of the Library Director

The Flower show has more than 100 signees. Zack is planning a poetry coffee house for the fall. Meeting guest, Jonathan Marshall from WLS presented on the following topics: The Future of Libraries, the Trustee Institute Project and library advocacy breakfasts in Croton. There are two webinars on library patron/staff safety and how to handle questions about library collections. Recordings are available. There was \$80,000.00 restored to Peekskill which is serving as central library. No patron data was compromised by the ransomware attack.

XI. New Business

Next meeting of the Board, July 27, 2022

XII. Motion to adjourn 9:13 Pat, seconded, Stephanie

Respectfully submitted,
Pat Richards
7/7/22

Approved by the Library Board of Trustees on July 27, 2022