

Minutes of Meeting of BMPL Library Board of Trustees Meeting (approved)

March 9, 2022, 7:07 p.m.

I. Roll Call - In attendance (all by Zoom): Donna Pesce, Stephanie Casper, Amanda Bromberg, Bob Fetonti, Ros Beck, Andrea Ziltzer, Kim Izzarelli, Jakob Hesketh, Patricia Richards and Kevin Hunt (VBM Trustee).

Guests: Jonathan Marshall from WLS, Mary Dale Allen

Absent: Javad Shabani

II. Approval of Minutes from Meeting of February 9, 2022 - motion by Jakob to accept, seconded by Ros and the motion was approved unanimously.

III. Remarks of the President – Board President Kim Izzarelli thanked Donna for all the hard work and effort to prepare for the budget process. Kim also commended the staff for their hard work and dedication in the face of COVID, snow storms, etc. She reminded the board members that her term is expiring soon and that she strongly believes any of them to be very capable of taking over as President.

IV. Financial Report - Donna reported that we are 74.52% through the fiscal year as of February 28.

V. Acceptance of Revenue checks – Donna asked the board to vote to accept a check from the Friends of BML for \$70 for an Empire Pass providing access for patrons to NYS parks. A motion was made by Jakob and seconded by Bob.

VI. Acceptance of Paid Invoices – Donna reported on invoices paid, with one set totaling \$1,622.45 and another \$3,269.91, covering Amazon materials, book suppliers, monthly copier fee, NYS Office of Parks pass, Con Ed, restroom supplies, alarm company payments, sprinkler and elevator maintenance, and school-related t-shirts. Regarding January transfers, Katie is looking into healthcare and credit card bills, we can revisit topic at April meeting. Amanda voted to approve the invoice payments. The motion was seconded by Ros and the board approved unanimously.

VII. Volunteer Reception – The Briarcliff mayor and village manager will attend the reception, to be held Friday, April 1 from 3 – 5 pm. Legislators Sandy Galef and Elijah Reichlin-Melnick have been invited but not responded yet. Library is mailing invites to volunteers, and Nick is making certificates for them, need to decide who will sign them. Kim recommended doing something special for Sandy Galef, especially in light of our lighting grant and her upcoming retirement. Thoughts discussed included having her flip on the lights, or making a donation to the Friends in her honor, or having her sign a reference book on civics or democracy. Decided board members who want to can donate online to the Friends, and Donna provided a link after the meeting. Mary Dale Allen is on the Friends committee and will share our idea for donation with them. Mayor Vesio and Village Manager Josh Ringel will say a few words at event, and Patricia suggested setting a specific time for this so people know to be in attendance; Kim agreed and remarked how meaningful a photo with the mayor is for student volunteers especially, and suggested 3:30 as official “hard start” and Donna will check with the volunteers.

VIII. **Lighting** – Donna reported there's a lot of movement on selecting new lighting. Village electrician put up two samples of lighting, public can give their opinion. We can also move the rows of lights over so they shine more directly on the book titles on shelves. Donna doesn't anticipate this to add much to the cost and wants to include in budget. Ros suggested looking at lighting and moving shelves in a more holistic way, Kim agreed; Donna thinks it's a great idea and would like additional small tables for patrons as well, but budget likely to restrain all of this for now.

IX. **COVID-19 Service Plan** - Donna wants to keep the plan in place but lift some of the restrictions in light of newer mandates from NYS, and confirmed that the mask mandate had been lifted as of February 9. Patricia made a motion to remove points 1 -4. The motion was seconded by Stephanie and the board approved unanimously.

X. **Budget Discussion** – Donna reported that the village manager mentioned at recent meeting that there is an 8 percent increase. The Village budget meeting will be final on April 19, so the Library Board meeting is scheduled for April 20 to approve the final version. She hasn't heard of any cuts so far. Kevin added that the public comment period opens April 5 and closes April 19, budget adopted April 20. Library budget hasn't been discussed yet.

XI. **Development of BMPL Employee Handbook** - Donna obtained more information from potential three vendors. She likes the firm from Buffalo, which has written Employee Handbooks for a number of municipal libraries, though they are located far away; board agreed in digital age distance is not an obstacle, and Bob attended a workshop with this firm and was impressed with knowledge and passion for libraries. Of the other two firms, one has done work for six Westchester libraries, but neither as impressive as Buffalo firm. Kim stressed need to draft Handbook ASAP, board members agreed that best course of action is list pros/cons and make a decision in the interest of moving forward, versus more discussion by a smaller committee. Donna will check more references, and Andrea offered to help make those calls as needed. Donna suggested transferring \$3,000 not being used from full-time staff budget to pay for Handbook, which is human resources-related. Patricia suggested making amount \$3,500, to reflect highest vendor bid and ensure cost is covered. Ros made a motion to transfer \$3,500 from line 101/Personnel Services Full-Time to line 460/Contractual Services. The motion was seconded by Jakob and the board approved it 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. We have seven "human books" so far and all are being trained in preparation. Each book presentation can accommodate about 20 readers, each book will have an accompanying volunteer, and there will be a break room available. Donna invited library liaison Kevin Hunt to attend and perhaps kick off event, and invited Sabine Werner who has also been a great supporter of the library as a Village board member. The next step is to alert patrons to sign up for the event.

Jonathan reported on WLS, said March 2 Advocacy Day went well. He said NYS library aid is now \$94 million, NYS Library Association asking for \$123 million; for library materials aid, now \$6.25 per enrolled pupil and want \$8.30. He asks that if anyone has an opportunity to talk to state representative, please do. Also Trustee Institute members from 39 libraries met on zoom to share insights, very valuable. Kim suggested using a meetings app to coordinate best times for most people moving forward, Jonathan agrees with benefit. Next Trustee Handbook Book Club meeting is March 29.

Meeting adjourned at 8:42, Pat made motion and Bob seconded, all members voted unanimously.

Respectfully submitted by Andrea Ziltzer.

Approved April 20, 2022