

Briarcliff Manor Public Library Board of Trustees

11/10/21 Minutes

Present: Kim Izzarelli, Stephanie Casper, Bob Fetonti, Roz Beck, Donna Pesce, Kevin Hunt, Amanda Bromberg (by Zoom), Andrea Ziltzer (by Zoom), Jakob Hesketh (by Zoom)

Absent: Javad Shabani

Guests: Pat Richards, Jonathan Marshal (by Zoom), Mary Dale Allen (by Zoom)

**7:15 Meeting called to order by Kim Izzarelli and the Board went into Executive Session to interview a candidate for the vacant Board position.**

**7:40 The Board resumed the public meeting.**

1. **Inclement Weather Policy.** Donna Pesce presented three versions of an Inclement Weather Policy followed by a lively discussion of the importance of the protecting the safety both the staff and patrons during inclement weather. Kim Izzarelli moved to accept Version #2 of the Inclement Weather/Closing Policy. Roz Beck seconded. The motion passed unanimously.

**7:55 The Board returned to Executive Session to discuss the candidate for the vacant Board position.**

**8:05 The Board resumed the public meeting.**

2. **Board of Trustees Replacement:** Bob Fetonti moved to recommend Pat Richards to the Village Board of Trustees to fill the vacant position of the Library Board of Trustees. Stephanie Casper seconded. The motion passed unanimously.

3. **Approval of Minutes of 10/12/21 Meeting:** Roz Beck motioned to accept the amended minutes and Stephanie Casper seconded. The motion passed unanimously.

4. **Financial Report:** Donna Pesce reviewed the financial report followed by a discussion of the requirement that the Library Board not only approve the budget but also any changes.

- Library has spent 35% of the operating budget to date.

- Full time staff has received the 2.5% COLA increase discussed earlier.

- The Village has transferred \$3500 into our budget to cover the cost of the sprinkler inspection

- The Library took in \$228 fines and fees in October.

- Credit Card fees were high due to a transfer into this budget line to cover an unbudgeted health insurance bill.

- **Budget Transfer:** \$3128.27 from Full-time Personnel to Personnel Vacation. Stephanie Casper moved to approve the transfer. Kim Izzarelli seconded. The motion passed unanimously.

5. **Review Covid-19 Service Plan:** The Board decided not to amend the plan.
6. **Board Resolution on Ricki Goe:** Roz Beck motioned the Board approve the resolution thanking Ricki for her service. Kim Izzarelli seconded. The motion passed unanimously.
7. **Staff Assistant Position:** Donna Pesce presented a recommendation to hire William Townsend for the vacant staff assistant position. After a discussion of salary, Bob Fetonti motioned to approve the applicant at the stated salary of \$45,000 per year. Roz Beck seconded. The motion passed unanimously.
8. **Gutter Repair:** Following a brief discussion, the Donna Pesce stated the Village has agreed to pay for the repair of the leaking gutter above the front door.
9. **Library Directors Report:** Donna Pesce reviewed programs and statistics for the month. Donna updated the board on the Human Library Project which led to a discussion of ways to increase diversity and community outreach.
10. **New Business:** The Board discussed hosting an event for the new Village Manager to welcome him and acquaint him with the importance and role of the library in our village. Jonathan Marshal updated the Board on state mandates for trustee training (2hrs/yr starting 1/23) and WLS programs on Trustee Training, Recovery Act, Chrome Book Loan Program, and STEM Program.

9:00 Meeting Adjourned by Kim Izzarelli.

Respectfully Submitted

Bob Fetonti

Minutes approved by Briarcliff Manor Library Board of Trustees, December 8, 2021