

BRIARCLIFF MANOR LIBRARY BOARD OF TRUSTEES

MINUTES 9/18/2024

---

Stephanie called meeting to order at 7:08 pm

1. Attendance:

Present: Stephanie Casper, Gregory Blue, Bob Fetonti, Jaime Caruso, Andrea Ziltzer, Maggie Wall, Gabrielle Rosenfeld, Malcolm Netburn - Village Board Liaison, Kim Naples - Library Director

Absent: Michael Rinke, Julie Sylvester,

Guest: Bill Townsend – Library Office Manager,

2. Approval of the Minutes from 7/24/24. Greg moved to accept, Gabrielle seconded, and the vote was unanimous

3. President's Remarks: Stephanie discussed the following issues:

- a. Thanks to library staff and board members for a great response to our table at Community Day. Thanks to Paul the buttons were especially popular.
- b. Discussions with Josh regarding peeling paint on the exterior of the building.

4. Financial Report: Kim and Bill presented the financial report

- a. The Board requested Stephanie check with Josh to clarify charges for the lock on the Children's Room door, outdoor lights, and the "backflow test" since the Village is responsible for building maintenance.
- d. Maggie moved to accept the Financial Report, Bob seconded, and the vote was unanimous.
- c. Bill presented two checks from the Friends for Museum Passes and the button making machine. Bob moved to accept the checks, Jaime seconded, and the vote was unanimous.
- d. Kim asked the Board to approve the Westchester Library System (WLS) Service Level Agreement. After a discussion, Maggie moved to accept, Greg seconded, and the vote was unanimous.

5. Budget Transfers: Kim and Bill presented the budget transfers

- a. Jaime moved to accept the transfers, Gabrielle seconded, and the vote was unanimous.

6. Stephanie presented and the Board discussed the Briarcliff Manor Public Library Educational Assistance Program policy. Kim will continue to work with our attorney and the Village to develop a program to encourage qualified employees to continue their education.

7. Directors Report: Kim reported on

- a. The successful youth and adult reading programs.
- b. A successful collaboration with the Village Department of Recreation on summer programs.
- c. Wifi report from WLS and steps needed to improve service. Stephanie was also asked to talk to Josh about the need for an additional Wifi hotspot on the first floor to supplement the library hotspot which is located in the Community Room and is shared with the Village.
- d. Kim reported on the confusion regarding printing and copying fees. It was decided set the charges for both at .15 for B/W and .25 for color.
- e. Wait times of patrons for popular materials have been reduced by using grant funds to make additional purchases which is only a temporary solution to this problem. Kim plans to investigate funding to keep wait times short.
- f. It was decided not to pursue the library sleeves offered by Houlihan Lawrence.

8:18 PM Board moved to go into Executive Session to discuss personnel issues.

a. Kim requested Paul Schultz be appointed as a Part Time Permanent Page. Bob made the motion, Maggie seconded, and the vote was unanimous.

9:05 PM Stephanie adjourned the meeting

Respectfully submitted 9/22/24  
Bob Fetonti  
Secretary

Approved by the Board 10/23/2024