

BRIARCLIFF MANOR LIBRARY BOARD OF TRUSTEES

MINUTES 11/12/25

Approved 12/10/2025

7:22 Stephanie called the meeting to order

1. Attendance:

Present: Kim Naples - Library Director, Bill Townsend – Library Office Manager, Stephanie Casper, Bob Fetonti, Gabrielle Rosenfeld, Julie Sylvester, Maggie Wall, Gregory Blue

Absent: Malcolm Netburn - Village Board Liaison, Michael Rinke, Andrea Ziltzer, Jaime Caruso,

Visitors: Jean Park, Mike Zimmerman, Mark Herman

2. Approval of the Minutes from 10/8/25: Item 3a was changed to read MOU and 5b changed to Baker and Taylor. A spelling error was also corrected in 5e. Gabrielle moved to accept the amended minutes, Julie seconded, and the motion was passed unanimously.

3. President's Remarks: Stephanie

- a. discussed a number of issues including finances, the space audit, and the need to plan for the reopening of the library at 1 Library Pl.

4. Financial Report: Bill

- a. Reported the Village has accepted a bid to repair the elevator.
- b. Reviewed the monthly expenditures which was followed by a discussion of reallocating funds not spent on books. Maggie moved to accept the October transactions, Julie seconded, and the motion passed unanimously
- c. Stephanie and Maggie will work with Bill on finances.

5. Library Director's Report: Kim

- a. Asked the Board to appoint Catherine Taylor and Lori Kaen to the two new Senior Library Clerk positions and hire two new Clerks. Greg moved to appoint Catherine Taylor and Lori Kaen to the position of Senior Library Clerk at a rate of \$22.99/hr effective November 12, 2025, Bob seconded, and the motion passed unanimously.
- b. The Board decided to post the Clerk positions now instead of waiting until the Library returns to 1 Library Rd.
- c. Discussed a possible fund surplus in part time salaries and book purchases.
- d. Reported on the Library conference.

6. Memorandum of Understanding with the Village: Tabled until December meeting.

7. Hoopa Borrowers:

- a. Kim reviewed the cost and patronage usage of Hoopla. Members of the Board asked Bill to break it out on the monthly financial report so we can monitor the expense.

8. Holiday Closures and Board Meeting for

2026: Kim

- a. Discussed the calendars for the Library Holidays and Library Board. The date of the November board meeting was changed to November 18 and the December meeting to December 16. Maggie moved to accept the amended calendars, Gabrielle seconded, and the motion was approve unanimously.

9. Communication to the Community:

- a. There was an extended discussion on how to create excitement in the community over the reopening of the Library at 1 Library Rd. Stephanie asked Kim, Julie, and Maggie to plan the reopening.

10. Space Audit/Capital Improvements:

a. The Board reviewed Stephanie's questionnaire to the Community regarding the recommendations of the space audit. After a discussion Stephanie asked Gabrielle to work on the survey.

11. Stephanie reminded the Board members of their obligation to complete 2 hours of training before December 31.

12. 9:06 Greg moved the Board go into Executive Session, Stephanie seconded, and the motion passed unanimously.

13. 9:35 Greg moved the Board adjourn the meeting, Maggie seconded, and the vote was unanimous.

Respectfully Submitted

Bob Fetonti