

BRIARCLIFF MANOR LIBRARY BOARD OF TRUSTEES

MINUTES 12/10/25 amended

7:05 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, Jaime Caruso

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

Visitors: Jane MacKillop, Mike Zimmerman, Josh Ringel

2. Approval of the Minutes from 11/12/25: Julie moved to accept the minutes Greg seconded, and the motion was passed unanimously.

3. President's Remarks: Stephanie

- a. Introduced the new Board of Trustee Members awaiting approval from the Village Board: Jane Mackillop, Mike Zimmerman.
- b. Discussed the Fund Balance
- c. Reviewed the status of the space study.

4. Financial Report: Bill

- a. Reviewed the monthly expenses.
- b. Search for a new vendor to replace Baker and Taylor.
- c. Cost of the 5 extra checkouts on Hoopla greater than expected
- d. Budget on track.
- e. Maggie moved to accept, Bob seconded, and the Financial Report was approved unanimously.
- f. Bill presented a transfer of \$43.00 from the part-time line to the Travel Reimbursement line: Bob moved to approve, Gabriel seconded, and the vote was unanimous.

5. Report of the Library Director: Kim

- a. HVAC and elevator repairs are on schedule with no surprises.
- b. After a discussion of possible revisions to the current floor plans it was decided to seek the advice of an architect.
- c. Several applications have been received for the Part Time Adult Librarian position.
- d. Two part time clerks will be hired to facilitate expanding the hours at the current space.
- e. Kim has been elected Vice President of Public Library Director's Association

6. Memorandum of Understanding with the Village:

- a. Stephanie reviewed the memorandum.

7. Beginnings of Budget Planning for Fiscal year 2026/2027

- a. The Board decided to move the January meeting to January 7th to begin the budget process in a timely manner.

8. Community Survey:

- a. The Survey of patrons will be posted using Survey Monkey and in print.

9. Board Committees:

- a. An ad hoc Strategic Planning Committee will be formed as needed.

10. Planning New Library Board Member Orientation.

- a. Tabled until next meeting.

11. Proclamation of Appreciation for Bob and Andrea.

- a. Stephanie read and presented a Proclamation from the Board to Bob who expressed his thanks to the Board and staff.
- b. Since Andrea was unable to attend arrangements were made to send the Proclamation to her.

12. 8:45 The Board entered Executive Session to discuss the employment of specific people.

13. 9:00 The Board came out of Executive Session and adjourned.

Respectfully Submitted

Bob Fetonti