

Briarcliff Manor
Board of Trustees Meeting
December 14, 2022

- I. Roll Call 7:06
Present: Kim Izzarelli, Robert Fetonti, Patricia Richards, Stephanie Casper, Amanda Bromberg, Jakob Hesketh, Donna Pesce
Absent: Rosalyn Beck, Andrea Ziltzer, Edward Midgley
Guests: Josh Ringel, Peter Chatsky
- II. Approval of Minutes 11/9/22 Minutes. So moved, Bob, second, Amanda. Passed unanimously.
- III. Remarks of the President. Kim yielded her time to Josh and Peter, representing the Village of Briarcliff Manor. Peter wished Kim good will as this was her last meeting as a member of the Board. He thanked her for ten years of service to the BMPL as well as years of service to the community. There will be a formal presentation of a plaque for Kim's service presented at the next Village Board meeting. The Board unanimously supported Peter's presentation.
- IV. Talk with Village Manager. Discussion about "winter work" indoor maintenance items that can be addressed while the weather prohibits outdoor work. Some of the items mentioned included refinishing the stairs, cleaning the windows and repainting the bathroom.
- V. Discuss 2022-2023 Budget. The Library will be included as part of the Village 5 year capital budget. There may be some additional monies for the downstairs lighting. The Library should prepare contingency budget of approximately \$5000.00. The budget planning timeline for 2022-23 was discussed.
- VI. The Library is 52% through the fiscal year and has spent 51% of budget including encumbrances and 45% of the actual budget.
- VII. Budget Line Transfers. The Board discussed three line transfers. A total amount of \$2170.00 was transferred from contingency to General Maintenance/Repair (\$1650.00), Alarm monitoring (\$220.00) and Adult Programs (\$300.00). Motion to approve Amanda, second, Jakob passed unanimously.
- VIII. Vote on Library Board President. Tabled to January, 2023 meeting.
- IX. Approve 2023 Holiday and Library Board meeting dates. Motion to approve, Pat, second, Bob motion passed unanimously.
- X. Discussion of Employee Handbook. Discussion of the pay provisions for part time employees of the Library in the event of snow or other closings. Refers to 15a./p.16 of the Employee Handbook. Board decided that in the event of a closure deemed necessary by the Director,

employees scheduled to work would be notified by email or phone depended on the circumstances of the closure. "Employees scheduled to work during Emergency Closure will be paid for scheduled hours." Motion to approve, Kim, second, Bob passed unanimously.

The Board voted to accept the newly created Employee Handbook: "Whereas the Library has identified the usefulness of developing an "Employee Handbook" an providing and annual copy to the workforce: and,

Whereas the Library has coordinated with the Village of Briarcliff Manor to confirm that the critical administrative services the Village provides in support of the Library Board of Trustees' responsibility for Library policy and employment decisions; and

Whereas the Library has worked with the Village to coordinate and confirm critical details in the attached proposed Employee Handbook Version 1 (the "Handbook");

Be it Resolved that the Library Board of Trustees adopts the Handbook, effective as of December 14, 2022 and directs the director to promulgate copies to the workforce and obtain the first signed certificates acknowledging receipt of the Handbook no later than January, 15, 2023.

Motion to approve, Kim, second, Bob. Motion passed unanimously.

- XI. Trustee Education Plan. Motion to approve, Stephanie, second, Jakob. Motion passed unanimously.
- XII. Update on Strategic Plan. Committee will be included in the Village newsletter which will be mailed in the new year.
- XIII. Update on the Building. Additional repairs will be conducted on the A/C system as well as winter work discussed in IV.
- XIV. Report of the Library Director. Museum passes are ready. The cleaning service issues have been addressed. The Employee Handbook has been approved by the Board. Work continues on the strategic plan with the 15 member committee.
- XV. Thoughts/ New Business. Continued work on the 2023 budget, planning of winter and spring program, updates of outdated Library and ALA policies, review of collection policies.
- XVI. Adjournment. Meeting adjourned at 9:14. Motion Pat, second, Bob. Unanimous.

Respectfully submitted by Pat Richards.

Approved by the Briarcliff Manor Library Board of Trustees on January 25, 2023.