

Briarcliff Manor Public Library
Board of Trustees Meeting
February 8, 2023

I. Roll Call: 7:15 PM

Present: Donna Pesce, Bob Fetonti, Stephanie Casper, Jakob Hesketh, Andrea Ziltzer

Absent: Rosalyn Beck, Amanda Bromberg, Pat Richards, Edward Midgley (Village Liaison)

- II. Approval of Minutes from January 25, 2022. Minor edits from Donna, motion Stephanie, second Jakob, passed unanimously.
- III. Trustee Remarks – None; members present discuss optimal role of next Library President. Agreed that job of financials/budget and liaising with Village management and Village Board should not fall solely to Library President, should be shared among rest of Board members; members should also start reaching out to make those relationships, share and clarify library goals and mission for benefit of community using library; good idea to Board members to take turns attending Village Board meetings as well. Also agreed important for all members to attend March meeting to determine next President. Bob proposed inviting Village Board to next Strategic Planning meeting so they can hear community perspective/feelings about library uses and needs.
- IV. Financial Report/Budget Transfers:
Donna requested a transfer of \$3,000.00 from Contingency Account to Books and Software to replenish funds to purchase books for patrons. Motion to approve by Stephanie, Bob second, passed unanimously. Donna requested motion that Board reviewed Payroll and related expenses and other disbursements since last meeting. Motion to approve by Bob, Jakob second, passed unanimously. Bob asked Donna to provide explanation on process of purchasing e-books, which are expensive but necessary to meet increasing patron demand.
- V. Vote on Library Board President. Item tabled to next meeting.
- VI. Motion to approve Sexual Harassment Policy for Employee Handbook with additional adjustments. Motion to approve by Stephanie, Jakob second, passed unanimously.
- VII. Reconsideration of rental policies for Library space. As previously discussed, agree primary focus of the use of Library space should conform to Library mission. Policy drafted years ago with different Board members never approved or implemented, reviewed a new updated policy Donna drafted. With addition of two types of library services – to study or work and for a small number of people to meet – and to add word “programs” to library-sponsored events – motion to approve by Andrea, Jakob second, passed unanimously.
- VIII. Donna handed out Programming Policy proposal, all need time to review, will discuss and vote at next meeting.

- IX. Discuss the 2022-2023 fiscal year budget. Donna, Bob and Andrea updated on meeting with representatives from the Village to discuss the budget and areas of concern that took place Wednesday, February 1, 2023 at 4:30 by ZOOM.
- X. Report of the Library Director. Updated on building issues, which are mostly settled for time being. Donna alerted Board to upcoming earned vacation, personal and sick days for medical appointments, which Board members encourage her of course to take for all her hard work and dedication! Donna sending Mayor our upcoming meeting schedule welcoming him to attend. Donna in process of getting competitive price quotes for copier leasing.
- XI. Thoughts/New Business.
- XII. Adjournment: 8:51 pm.

The next meeting of the Library Board, March 8, 2023.

Approved by the Library Board of Trustee on March 8, 2023.