

Briarcliff Manor Public Library
Minutes, July 27, 2022 Minutes

- I. Roll Call – In Library, Kim Izzarelli, Donna Pesce, Bob Fentoni
On ZOOM – Pat Richards, Stephanie Casper, Javad Shabani, Roslyn Beck, Jakob Hesketh, Amanda Bromberg, Jonathan Marshall (WLS)
Excused – Andrea Ziltzer
Absent – Ned Midgeley
- II. Meeting was called to order at 7 PM. Jonathan Marshall provided an update from WLS with reminders that effective 2023, Library Trustees would need to complete 2 hours of annual education. Two summer legislative breakfasts were planned for Harrison (8/10) and Will Yonkers (8/24)
Approval of minutes from 6/7/22 meeting
Motion to approve, Bob, second, Amanda
- III. Moved to Executive Session – 7:30
Discussion regarding the current heating and air conditioning. Questions about the insurance/liability coverage re the Village. The handbook needs to reflect information on the responsibility for carrying out background checks, voting at Board meetings to approve payroll . Executive session ended at 7:44.
- IV. Handbook – if available.
- V. Remarks of the President – Kim thanked Jonathan and the Board for their work this year.
- VI. Financial Report
Motion to move \$1098.00 from dues and subscriptions to alarm bill- Motion to approve, Pat, second, Bob
Motion to move \$3000.00 from contingency fund to personal FT line. Motion to approve, Pat, second, Ros
Motion to move \$1000.00 from materials and supplies and \$1250.00 from books to part time line. Motion to approve, Stephanie, second, Ros
Motion to accept the donation of old photo of the Library -Motion to approve, Ros, second, Pat
Motion to accept a \$2190.00 check from the Friends. Motion to accept, Bob, second Javad

Discussion to invite 2 members of the Friends to the next board meeting on September 14 for a brief meet and greet at the start of the meeting. Suggestion of the sale of tote bags with proceeds to be given to the Friends with a target of 100 bags at \$5.00 each.
Bob attended a talk on strategic planning using the Harwood method
- VII. Employee Pay adjustments – none discussed.

- VIII. New clerk, Olivia Reinkraut will begin work on August 1. Motion to approve hire Javad, second, Jakob.
- IX. Building Issues. Updates on the condition of the air conditioning especially on the upper floor. Ongoing work with the Village to resolve these recurring problems. Suggestion that servicing the system is best scheduled during spring months. Discussion about the capitol improvement plan for the Library with Tony DeSisto, the Village Physical Plant Person. Call to attend a Village board meeting to present the facilities problems and construct a long term plan which might include a capital campaign. Kim offered to invite members of the Town Board to tour the Library.
- X. Director's Report- Bill is working on budget issues especially those that involve cost increases. Amy kicked off the Summer Reading programs. Zach has been working on ILLs, helping patrons and creating a booklist for National Ice Cream Day. Lorraine is continuing to work in reference and at the desk.
- XI. New Business – follow up on the Harwood Institute.
- XII. Meeting adjourned 8:52 PM. Motion to adjourn, Ros, second, Pat

Respectfully submitted by Pat Richards.

Approved by the Library Board of Trustees September 14, 2022.