

# Agenda

## BMPL Library Board of Trustees Meeting

July 26, 2023

7:00 PM Regular meeting

- i. Roll Call
- ii. Approval of Minutes from May 10, 2023
- iii. President's Remarks
- iv. Financial Report
- v. Approve disbursements from NYS grant accounts
- vi. Budget line transfers, if needed
- vii. Acknowledge submission of the NYS Annual Report
- viii. Discuss returning staff to under sprinkler pipes
- ix. Library Trustee interest
- x. Parking situation
- xi. Proposed monthly meetings with Village Manager
- xii. Additional Library structure options
- xiii. Report of the Library Director
- xiv. Thoughts/New Business
- xv. Adjournment

*As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.*

**Briarcliff Manor Public Library Board**  
**941-7072 Library main number; 941-7091 Library fax**  
[www.BriarcliffManorLibrary.org](http://www.BriarcliffManorLibrary.org)

<b>Trustee</b>	<b>Term Expires (Dec. 31)</b>
Stephanie Casper, president	2027
Amanda Bromberg, treasurer	2024
Patricia Richards*, secretary	2023
Open	2027 (follows Kim Izzarelli)
Rosalyn Beck	2023
Robert Fetonti	2025
Andrea Ziltzer	2025
open	2025 (Javad Shabani's term)
Jakob Hesketh	2024
Edward Midgley, Liaison from Village Board	
Donna Pesce, Library Director	
*Filling unexpired term	

**2023 Briarcliff Manor Public Library Board Meeting Dates**

*Meetings are open to the public and are generally held on the second Wednesday of each month at 7 PM, with exceptions noted below.*

**January 11** - 7 PM (rescheduled to January 25)

**July 26** - 7 PM *This is the fourth Wednesday.*

No meeting in August, unless needed.

**February 8** – 7 PM

**September 13** - 7 PM

**March 8** – 7 PM

**October 11** – 7 PM

**April 19** – 7 PM *This is the third Wednesday.*

**November 8** – 7 PM

**May 10** - 7PM

**December 13** – 7 PM

**June 14** – 7PM

Briarcliff Manor Public Library, Board of Trustees Meeting

June 14, 2023

- I. Meeting called to order 7:10 PM. Present: Stephanie Casper, Andrea Ziltzer, Rosalyn Beck, Pat Richards, Donna Pesce. Absent: Bob Fetonti, Jakob Hesketh, Amanda Bromberg, Edward Midgeley.
- II. Approval of minutes from meeting on 5/10/23. Motion to approve, Andrea, second, Ros. Passed unanimously.
- III. President's Remarks. Stephanie showed the blanket she purchased for Amy. There is a card to go along with the gift. The Board extends its sincere wishes to Amy for a speedy recovery. The card is in the Library so that Board members not in attendance can sign it.
- IV. Financial Report. The Library is 100% through the 2022-2023 fiscal year budget. Last set of bills is pending and will be available at the next meeting.
- V. Motion to approve disbursements and payroll pending a review of the 5/12/23 Village expenditure to Clean Air Quality. Motion, Ros, second, Andrea. Passed unanimously.
- VI. There were not budget line transfers.
- VII. Motion to accept donation of 50 pool passes from the Friends Ros, second, Andrea. Passed unanimously. All to the pool passes for this season have been used. Discussion about ways to track the actual usage of the passes.
- VIII. Use of time work time for conference for Donna. Discussed and passed at 5/10 meeting.
- IX. Motion to approve Donna and Bill as hiring agents for the civil service applicants for the open positions at the Library. Motion Ros, second, Andrea. Passed unanimously.
- X. Submission of the NYS Annual Report. Postponed to July meeting.
- XI. Approval of the Library Annual Report. Andrea, second, Ros. Passed unanimously.
- XII. Board discussed using a 90 minute time frame for meetings with flexibility for times when matters require additional time.

- XIII. The Board discussed the question from the Mayor and the Village Manager about the use of a Special District Library status. The Board does not believe that this is something to pursue. Motion to dismiss the Special District Library Ros, second, Andrea. Passed unanimously.
- XIV. The Board thanks the Friends for the offer of 2-3 plexiglass dividers for use in the Library but has decided against their use.
- XV. Report of the Library Director. The discussion was generally about the staffing requirements of the Library as well as the need for coverage for the number of hours offered to the community. The Library is currently open 39 hours per week. It is closed on Sundays. In an effort to continue to provide the highest quality of service to the community, there were several ideas discussed on how to best utilize the staff and the hours open. Some suggestion included closing earlier on Friday, opening later on Thursday as well as the possibility of closing another day during the week. Discussion will continue at the July meeting. Motion to hire Judith Murphy as children's librarian, Andrea, second, Ros. Passed unanimously. Motion to hire Rene Guilmette as back up clerk, Andrea, second, Ros. Passed unanimously. Volunteers were requested for the start of the summer program signups for June 29 and 30.
- XVI. Motion to adjourn 8:35, Andrea, second, Ros. All in favor.

The next meeting of the Board is July 26, 2023. Please note that this is the fourth Wednesday of the month.

Approved by the Library Board of Trustees on July 26, 2023.

## **Financial Report, July 26, 2023**

We are 100% through the fiscal year 2022-2023, which ended on May 31, 2023, and the remaining bills have been processed.

Details will be provided at the meeting.

## **Library Director's Report, June 14, 2023**

Something new! For the Library Board packet, I've asked the rest of the staff to write a sentence or short paragraph about something that they worked on or did over the last month. Some other Libraries do it this way and I think it gives a better picture and explanation of what we all do. We have so much important and exciting work going on!

### **From Bill Townsend, full-time, Staff Assistant aka "Business Manager"**

*Since mid June I have worked on getting new Purchase Orders (P.Os) approved in Munis. This needs to be done at the beginning of each Fiscal Year (which began June 1st) and will cover planned purchases for books from Baker & Taylor, E-Books from Overdrive, Elevator maintenance provided by Tri-State Elevator, and IT support from the Westchester Library System. Now that they have been created, we can begin applying invoiced expenses against the budget lines approved earlier.*

*During the past month, I have coordinated the efforts of several high school volunteers who have helped us on a number of projects. Two high school volunteers and one adult volunteer assisted with our summer reading kick off event on June 29.*

*As in prior years, other volunteers helped set up the book carts by grade of summer reading books posted by the Todd School and the Briarcliff Middle School. Finally, two volunteers (one of whom is the son of the previous Library Staff Assistant!) are now helping with summer reading "check-ins" at times listed on the July Summer Reading calendar.*

*Finally, I have begun training Renee Guilmette, as a substitute to assist with Munis and bill payment-processing.*

### **From Christine Pasqueralle, Library Clerk part-time, Circulation Services**

*Recently I've had more patrons needing assistance in finding a particular book so I have been accompanying them to the stacks to help locate certain titles.*

### **From Catherine Taylor, "Senior" Library Clerk, part-time, Circulation Services**

*The Library is facilitating a book group of new Briarcliff residents and avid readers at The Club retirement community. Once the book group chooses a title, the Library gathers copies and notifies the group. The Club arranges for regular pick up and return of the books for the members. Donna has enabled this outreach for these new patrons, many of whom do not drive. Group members have been very enthusiastic and appreciative. The Library plans to offer onsite coaching for Club residents who want to learn to download ebooks and e-audiobooks from the Library.*

**From Olivia Reinkaut, Library Clerk, part-time, Circulation Services**

*Although I spend most of my time at the front desk circulating materials, answering patrons' questions in person, over the phone, and over email, and locating items, this month I have been taking over summer crafts. For the past few weeks, I have spent time chatting with Amy and putting together supplies and examples for our program "Children's Crafts with Olivia". Last week, the kids were able to make badges. This week, they made "bird mobiles", or wooden birds they colored that hang in the air on small branches. And the latter half of the program will be finger painting and animal fridge magnets. Every Monday, I've had kids come in to craft from 3-5 pm and I have seen their excitement each time for next week's activity!*

**From Joan Smyth, Library Clerk, part-time, Circulation Services**

*This month I pinch hit in the Children's Room. In just a 2-hour, we had a dozen Briarcliff families and nearly 20 children come in for Summer Reading sign-up; Reading check-in; Open Crafts and the Scavenger Hunt. The programs Amy has established over the years are quite popular and drive a lot of repeat traffic.*

**From Lorraine Isaac, Library Assistant part-time, Adult Services**

*New at the library is our Adult Summer Reading Bingo Challenge. We have 19 patrons registered to complete the reading and reading-related activities on a Bingo card. Each week those who enter reading progress on our website will be entered in a weekly prize drawing; each of six lucky winners will receive a fabulous Briarcliff Library tote bag. Once a patron reads five -in -in -a -row on the Bingo card, they will choose one of several popular books as their reward.*

**From Zach Gerstein, Reference Librarian, part-time, Adult Services**

*Over the past months, I have been involved in the process of maintaining our collection, including weeding old materials and ordering new ones. In addition, I have been helping to process interlibrary loans for the community, among other tasks. I have also been organizing seasonal poetry events at the library that have been very successful.*

Zach has set up monthly visits to The Club to show residents how to use Libby.

**From Judy Murphy, Youth Librarian, part-time, substitute, Youth Services**

(Summer coverage in the children's room, Thursday's from 3-7pm.)

The Thursday afternoon preschool storytime has been gaining momentum. For the third week running, attendance has increased and I suspect this trend will continue. Our time together includes reading 2-3 picture books and pausing often for query and discussion (mostly in the form of what do you think will happen next? and who is telling the story?)

We've been drawing our wishes and this week will read and talk about our pets.

Interest in the summer reading program continues. I've been impressed by some of the "checkins." I have heard some wonderful retelling of books our young patrons have read. Fear of public speaking does not seem to be a problem for the youth of Briarcliff.

On a personal note, returning to BPL has been a terrific treat for me. It was where my inspiration to become a librarian began 25 years ago. Talk about going full circle! Thank you for this opportunity,

## **LIBRARY HOURS**

***45 hours per week (minimum standard required is 35 hours per week) through April 24***

- Monday 10 am - 6 pm
- Tuesday 10 am - 6 pm
- Wednesday 10 am - 6 pm
- Thursday 10 am - 7 pm
- Friday 10 am - 6 pm
- Saturday 10 am - 2 pm

***39 hours per week (minimum standard required is 35 hours per week) starting April 25***

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 10 am - 5 pm
- Friday 10 am - 5 pm
- Saturday 10 am - 2 pm

***41 hours per week (minimum standard required is 35 hours per week) starting June 12***

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 10 am - 7 pm
- Friday 10 am - 5 pm
- Saturday 10 am - 2 pm

***36 hours per week (minimum standard required is 35 hours per week) starting July 10***

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 12 am - 7 pm
- Friday 10 am - 2 pm
- Saturday 10 am - 2 pm

## **STAFFING**

### **Full time, 35 hours**

- Library Director, Donna Pesce
- Staff Assistance (Business Manager), Bill Townsend

### **Part-time, under 17.5 hours**

- Reference Librarian, Zach Gerstein
- Library Assistant, Lorraine Isaac
- Library Clerk, Lori DePaolo
- Library Clerk, Catherine Taylor
- Library Clerk, Adam DePaolo
- Library Clerk, Olivia Reinhart

### **Part-time, under 12 hours**

- Library Clerk, Joan Smyth
- Library Clerk, Christine Pasqueralle
- Library Page, Nick Osinoff

### **Substitutes, not on regular schedule**

- Reference Librarian, Shelley Glick
- Youth Librarian, Judy Murphy
- Library Clerk (in business office), Renee Guillmette

### **On leave**

- Youth Librarian, Amy Kaplan

## **ONGOING OPERATIONAL CHALLENGES**

### **Facility**

- a/c- awaiting bids and Village Board approval, Tony DiSisto reset it daily, outages on June 1 and July 6, 7 & 8 when Tony was on vacation.
- Leak – awaiting bids to relocate, worn parts replaced, awaiting Village Board approval, ceiling tiles replaced July 5
- Parking – Rec/camp staff will not use Library designate spaces as of July 12, except Village vehicle, Library parking unexpectedly not accessible morning of Saturday, 7/15.
- Elevator- was out on July 5
- Lighting at end of life in youth/staff areas, using 2<sup>nd</sup> floor discards
- general repairs – glass door fixed, long-expired AED replaced
- cleaning/maintenance – Village will do new RFP, checklist for current contractor, improvement in cleaning observed but still needs staff attention at times
- staff room –refrigerator, outlet issue from insurance walk through

- service desk situation safety/workflow issues

### **Staffing**

- Hiring/budget/full-time vs part-time down to 2 full-time staff from 4 four years ago
- MUNIS system and bill-paying glitches

### **Library Trustees**

- Appointments by Village – two openings from November and December 2022

### **Big picture for Library**

- Options for future Library services needs study

### **Attached Docs:**

- Board Packet June 14, 2023
- List of Disbursements since the last meeting, fiscal year 2022-2023 (provided at meeting)
- List of Disbursements since the last meeting, fiscal year 2023-2024 (provided at meeting)
- Budget transfers
- NYS Annual Library report