

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.