

Briarcliff Manor Library Board Minutes 10/12/2022

Meeting held in person at the library.

Attending: Donna Pesce, Kim Izzarelli, Rosalyn Beck, Robert Fetonti, Andrea Ziltzer, Amanda Bromberg,

Excused/Absent: Patricia Richards, Javad Shabani, Stephanie Casper, Jakob Hesketh, Edward Midgley

Kim called the meeting to order at 7:15

I. Roll Call.

II. Approval of Minutes:

- Kim commented that the minutes should reflect each members vote.
- Roz moved to accept the minutes, Bob seconded. The motion was approved unanimously.

III. Remarks of the President:

- Kim mentioned that library event on Saturday was mentioned at the last Village Board meeting and Steve Vescio will speak at the event.
- She also mentioned Steve had offered to attend one of our meetings. It was agreed to host Steve at the November meeting and Josh at the December meeting.

IV. Financial Report:

- We are 34% through the fiscal year and have spent 38% of the budget including encumbrances according to the October MUNIS Report.
- Donna reported budget transfers approved in July have still not been processed by the Village.
- Donna is being conservative in spending to cover potential spending increases.
- There was a discussion concerning a simple and concise method of presenting expenditures to make it easier for Board members to understand.
- Ros moved to accept the financial report and expenditures and Bob seconded. The motion was approved unanimously.

V. Budget Transfers:

- Donna requested \$600 to be moved from the Contingency Line 499 to Social Security Line 850 to cover the unplanned salary increase voted by the board.
- Ros moved to accept and Amanda seconded. The motion was approved unanimously.

VI: Accept Checks:

- Donna requested the Board accept checks from Friends \$1150 for Museum passes, \$23 for memorial and WLS grant \$57.28.
- Amanda moved to accept the checks and Andrea seconded. The motion was approved unanimously.

VII: WLS Service Agreement.

- There was a discussion of the changes in the WLS Service Agreement. Donna informed the Board that the increase includes upgrades in and additions to services including adding three additional staff computers. Two public computers will be removed and the cost of data storage by village will be eliminated.

- Kim motioned to accept the WLS agreement and fee of \$41,345.66; Ros seconded. The motion was approved unanimously.

VIII: Social Media

- Donna presented a draft of the Social Media Policy. Following a brief discussion, the Board decided to include the Social Media Policy in the employee handbook and to table the draft for further discussion.

IX: Remote Work Access:

- After a discussion and review of the 9/26//22 letter from Stephanie Adams, the Board decided to modify the present policy to state that in case of emergency closures all scheduled employees (hourly and part-time) will be paid for scheduled time.
- Bob made a motion to accept the change, Ros seconded. The motion was approved unanimously.

X: Children and Teen Break-out Rooms Policy

- Donna presented a draft of the Children and Teen Break-out Rooms Policy.
- Amanda motioned to accept the policy and Andrea seconded. The motion was approved unanimously.

XI: Strategic Plan

- After a discussion, the Board decided to move forward and hire Beth Venn to develop a strategic plan. Kim moved to allocate \$7,000 to hire Beth Venn, Andrea seconded. The motion was approved unanimously.

XII: Update on Building Issues

- Discussions with the village involving the cleaning service continue.
- The issues involving the a/c and sprinkler system have not been resolved.
- \$1,200 for mold testing was mostly paid by the library. The DPW has scheduled the remediation for October and Josh said it will be paid as a capital expense.
- The Village engineer is ready to begin work on the light replacements for the 2nd floor, hopefully in December. The cost will be covered by a \$25,000 grant from Sandy Galef, and \$5,000 from a grant obtained by the Village.
- The 1st floor lighting still needs to be addressed.

XIII: Library Director's Report

- See Items IV through XII above.
- Lori made her monthly visit with books requested by residents of North Hills.
- Adam has taken over the new e-Newsletter.
- Josh is updating the Village security cameras and plans to add one to the front of the library which will follow Library Laws regarding privacy.
- Library staff and volunteers attended the Village Staff Appreciation Day.
- Donna attended New Neighbor Network event.
- The front desk computers will be upgraded and additional software added.
- WLS is seeking a replacement for the Trustee position of Jonathon Marshal who is retiring in December.
- Author Jon Sternfeld will discuss the book, Scenes From My Life: A Memoir on 11/19 at 11:00.

Kim moved to adjourn the meeting at 9:05, Ros seconded. The motion was approved unanimously.

Respectfully Submitted Bob Fetonti

Approved by the Briarcliff Manor Library Board of Trustees on November 9, 2022.