

Briarcliff Manor Public Library

Board of Trustees Meeting, September 14, 2022

Meeting was held in the Library.

In attendance, Kim Izzarelli, Rosalyn Beck, Andrea Ziltzer, Patricia Richards, Jakob Hesketh, Donna Pesce

Excused/Absent, Bob Fetonti, Javad, Shabani, Stephanie Casper, Amanda Bromberg, Edward Midgeley

7:00 PM The new Co-Presidents of the Friends of the Briarcliff Manor Library attended the meeting to discuss some of their ideas for assisting the Library. Britt Rosenbaum and Lauren Safian are enthusiastic about the Library and the possibilities for programs and fundraising. The discussion included information about a tote bag that would be available for sale. The museum passes for the Library have been expanded to include several additional museums as well as a program for passes for the Town Pool. The information about these expanded programs will be included on the Library website as well as in the December fundraising letter.

7:45 Regular Meeting called to order

- I. Roll Call (see above)
- II. Approval of Minutes – called Andrea, seconded Ros
- III. Remarks of the President – Kim expressed appreciation and enthusiasm for the Co-Presidents and their ideas for the Library
- IV. The meeting of the Friends
- V. Financial Report. The Library is about 27% through the fiscal year and has spent 32% of the budget. The July transfers have not been completed to date. There is an estimated amount of \$1200.00 for mold inspection. Mitigation is expected to cost \$10,000.00. The cleaning service for the Library is shared with the Village and some clarity is needed about roles. The Board discussed the need to begin the process of a long range planning committee to address the ongoing facilities issues of the Library. Discussion included the possibility of a meeting at the November Board meeting with key players from the Library and the Village who can come together for this purpose. It was recommended that a professional meeting planner be included as well as food.

- VI. Budget Line Transfers. There were none at this time.
- VII. Approve Promotion of Library Assistant. Proposed promotion of Lorraine Isaac to Library Assistant. Motion, Rosalyn, second, Kim
- VIII. Code of Conduct. Proposed removal of a section of language in the code of conduct "School related tutoring or therapy in the Library must be approved by the Village Manager". Motion to approve, Andrea, second, Jakob
- IX. Motion to accept the updated emergency plan with contacts changed and the need to revisit the cleaning company. Motion, Pat, second, Kim.
- X. Village Social Media Policy. The social media policy will be sent to the attorney for review and inclusion in the Handbook
- XI. Employee Handbook. There were no updates.
- XII. Update on Building Issues. Refer to V. for proposed meeting for a long range planning committee.
- XIII. Report of the Library Director. The new clerk, Olivia is adjusting well to the job. The summer children's programs were a great success, Battle of the Books was online for children and for teens. Zach will be planning and assisting with the Fall programming. Issues that are ongoing with the Village and which are proposed to be addressed with the creation of the long term planning committee include the cleaning contract, the temporary A/C units, the leaks on the 2<sup>nd</sup> floor, the overhead lights which will be partially addressed by a grant from Sandy Galef. Donna informed the Board that the Village was offering NYS mandatory employee training on Workplace Violence and Sexual Harassment Prevention Training for Village staff and the Library staff is included. The Village originally offered an in-person as well as a remote option. The Village eliminated the remote option shortly before it was scheduled which created scheduling/attendance difficulties for most of the Library's part time staff. Terry Kirchner (WLS) has offered training that meets the NYS requirements and the Village's insurance requirements. The Library Board advised proceeding with the scheduled training.
- XIV. Motion to adjourn 9:25 Moved, Pat, second, Kim

Next meeting – October 12, 2022

Respectfully submitted by Pat Richards.

Approved by the Briarcliff Manor Library Board of Trustees, October 12, 2022.