

BRIARCLIFF MANOR BOARD OF TRUSTEES

MINUTES 9/13/2023

1. Stephanie called to order at 7:06

2. Attendance:

Present: Stephanie Casper, Amanda Bromberg, Roselyn Beck, Bob Fetonti, Andrea Ziltzer, Donna Pesce

Absent: Jakob Hesketh, Village Board Liaison

Visitor: Nancy Van Camp

3. Approval of Minutes: Minutes from 7/26/23 amended to read Andrea and Jakob would write up an appeal and description to advertise Board openings.

Action: Stephanie moved to approve as amended and Roz seconded. The Motion passed unanimously.

4. Remarks from President:

* NYSED Trustee educational requirement: Stephanie polled the board to see who had completed the 2 hours:

Stephanie, Andrea, Amanda completed the full two hours. Bob needs to complete another ½ hour and Roz needs to complete 2 hours.

* Board vacancies: Stephanie introduced Nancy, a prospective board member, and reminded the members to spread the word. There was a discussion concerning interest by other community members.

Action: Stephanie will contact applicants and the Board will review applications at the October meeting.

* Village Board Liaison: Stephanie mentioned the need to contact the village to appoint a new liaison to replace Ned Midgley who has resigned.

Action: Stephanie will contact the BOT.

* Stephanie reported on Community Day.

* Stephanie reported on changes to the parking lot to revise the traffic flow and create designated parking for the library patrons and staff.

* Stephanie reviewed changes to the Bylaws of the Library Board:

1. Increasing the quorum from 3 members to 5 to comply with NYSED requirements.

2. Include language on the removal of a Trustee from the Board for more than 3 consecutive unapproved absences.

3. Include language that filling an unexpired term will not be counted toward the term limit of two full consecutive 5 year terms.

4. Section III of the by-laws will be changed to read calendar year instead of library fiscal year.

Action: Donna will send the proposed changes to Cole for review.

* Stephanie reported the Village is considering 3 options to replace the current HVAC system in the library.

5. Financial Report: Donna reviewed the financial report, and expenditures, including payroll and related expenses, and answered questions.

Action: Bob moved to accept and Andrea seconded. The Motion passed unanimously.

6. Directors Report:

* Donna asked the Board to approve the Lease agreement for the new copier from Office Dynamics and answered questions.

Action: Andrea moved to authorize Donna to sign the agreement and Amanda seconded. The Motion passed unanimously.

* Donna reviewed the WLS agreement with the Board noting a 7% fee increase and an increase in services.

Action: Roz moved to accept and authorize Donna to sign the agreement and Amanda seconded. The Motion passed unanimously.

* Donna reported on building issues.

1. The lighting fixtures in the Children's Room are nearing the end of their life and need to be replaced. There was a discussion involving several Board members about whether or not this should be a priority and the options regarding dealing with the issue.
 2. The noncompliant electrical fixture in the kitchen area has not been replaced.
Action: Donna will contact the village.
- * Donna presented the Board with proposals from two companies (Team Logic and Platforms) for a new website.
Action: The Board asked Donna to get another proposal and would discuss them at the October meeting.
 - * Donna and Stephanie discussed the importance of Board members attending Village Board meetings and Stephanie asked members to make an effort to attend. Bob said he will try.
 - * Donna reminded the members of the next event "Magical Night at the Library" on September 29.
 - * Roz stated there have been complaints about the hours and Donna stated that they cannot be increased with current staffing levels.

7. No New Business

8. 8:40 Bob moved to close the meeting and Roz seconded.

Respectfully submitted by Bob Fetonti.

Approved by the Library Board of Trustees on September 13, 2023.