

**DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES 10/3/18**

Meeting called to order by A. Moss at 7:35 PM.

Present: A. Moss, B. Gilmore, J. Wai, C. Aggarwal, R. Pitts, M. Nigro, M. Ghiorse, K. Koster (via remote audio), Elizabeth Hobson, Nicole Sullivan, Vikki Jones (Friends DFPL President)

Absent: J. Golde

Minutes of 4/25/18 and 5/9/18 meetings were unanimously approved as amended with a motion by M. Nigro & a second by M. Ghiorse

E. Hobson & J. Wai reported on selection & subsequent work in the library of DFHS student, Mijyo Sasaki, who has had a positive impact & is eager to learn more about library operations

President's Report:

1. The report based on the community survey needs to be shared with the village board; a presentation date will be arranged through our liaison, Nicole Sullivan
2. J. Golde is in need of assistance to work on the strategic plan process; J. Wai volunteered
3. Given that several meetings were cancelled this year due to lack of a quorum, it is suggested that the Board schedule 10 meetings per year, 1 per month excluding July & August so that we are able to meet the required 6 meetings per year & accomplish all the Board business
4. The terms of Trustees B. Gilmore & R. Pitts are ending in December so replacements are needed.

Director's Report:

- WLS will migrate to a new open source integrated library system (ILS), Evergreen, on 4/1/19; Pioneer Library System (a large upstate system) has been using it for 8 years
- PLDA discussed going 'fine-free' as several of the larger libraries have already done so
- \$33,000. was deducted from the library's Fund Balance to cover the Director's salary & benefits
- A telephone audit indicated the library's costs are at the optimal level
- Two possible new revenue streams: DFPL becoming a U.S. Passport Acceptance Center; and selling E-Z Pass devices; E. Hobson will pursue these options
- The Sierra Club will be doing four programs at the library in 2019
- The 4th HVAC compressor has been replaced
- The format for the monthly stats has been revised
- The library has a number of items such as computers, printer, & a copier to be de-accessioned but needs a deposit site

Friends Report:

- New VP is Mary McNamara; Membership chair is Lisa Bai

- Website has been updated; a newsletter has been distributed; an end-of-year appeal letter will be sent out with a new brochure
- Thanks to the DFPL Board for help: J. Wai will coordinate the Valentine Plant & Bake Sale; M. Ghiorse assisted at the Rivertown Public Market event
- Jessica will chair the Holiday Book Sale; Mary & Vikki will table at Ferry Festa
- Income: \$224. Chipotle fundraiser; \$250. Rochambeau; \$236. Private event at DFPL; \$250. Art gallery sale
- Current membership is 111, up from 78
- The donor of the owl has requested it be moved to a more visible location & will provide a donation
- A possible private donor may enable the Wicker Creek artifacts now at Village Hall to be relocated to the DFPL

Committee Reports:

Personnel – tabled until Executive Session

Community Outreach & Advocacy - a voter registration drive was held on 9/13, & a Know Your Government workshop will be held on 10/13; both are League of Women Voters sponsored events

Policy & Compliance

- Room Rental - unanimously approved as amended with a motion by C. Agarwal & a second by M. Nigro, to raise all fees by 25%
- Whistleblower – unanimously approved with a motion by R. Pitts & a second by C. Aggarwal
- Privacy - unanimously approved with a motion by A. Moss & a second by M. Ghiorse
- Personnel – tabled for further review & revision by E. Hobson
- Gallery – tabled for further review & revision by M. Nigro & E. Hobson

Motion by A. Moss & a second by B. Gilmore to move into Executive Session at 9:38 PM to personnel matters

Executive Session ended at 9:56 PM

Nominating Committee - Unanimously approved with a motion by R. Pitts & a second by B. Gilmore to appoint A. Moss & M. Nigro to develop a slate of officers for 2019

Meeting adjourned at 10:10 PM, motion by M. Ghiorse, second by B. Gilmore

Next meeting: Wednesday, November 28 at 7:30 PM