

**DOBBS FERRY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES 1/10/2018**

*The meeting was called to order at 7:34 pm by M. Nigro.*

In attendance: Maria Nigro, Betty Gilmore, Rebecca Pitts, Ali Moss, Kelly Koster, Matthew Ghiorse, Charu Aggarwal, Jeffrey Golde, June Wai, Nicole Sullivan (Village Board Liaison), Elizabeth Hobson (Director)

**ANNOUNCEMENTS**

- New officers were appointed for 2018. Ali Moss was nominated as President by R. Pitts with a second by M. Ghiorse, and approved unanimously by current trustees. Betty Gilmore was nominated as Vice President by R. Pitts with a second by M. Nigro, and approved unanimously by current trustees. Kelly Koster was nominated as Secretary by R. Pitts with a second by A. Moss, and approved unanimously by current trustees.
- The oath of office was administered to new trustees Charu Aggarwal, Jeffrey Golde, and June Wai, for 5-year terms of office, ending in 2023.
- Library personnel were appointed for 2017 and 2018.

MINUTES of November 19, 2017 were approved unanimously upon a motion by A. Moss and a second by K. Koster.

MOTION to move to executive session to discuss personnel matter at 7:44 pm by M. Nigro with a second by B. Gilmore. Motion to exit executive session at 7:49 pm by A. Moss with a second by M. Nigro.

MOTION by M. Ghiorse to authorize temporary salary increase for Librarian Ned Canora for assigned administrative tasks for the period from November 26, 2017 through January 1, 2018. B. Gilmore seconded, and the trustees approved by unanimous vote.

**Presidents' Report**

- R. Pitts thanks board, village liaison, and new director for service in 2017.
- B. Gilmore intends to send thank you to S. Burkhardt for help with director search.

**Director's Report**

- E. Hobson reports she is acclimating to new position, hopes to transition the paper-based systems (e.g. payroll) to e-systems
- Met with library staff, spoke about goals, and areas for improvement.
- Attended the Dobbs Ferry Historical Society's annual Egg Nog Party.
- Set up meetings with Terry Kirshner and Rob Caluori - WLS contacts
- Taking training for insurance on anti-harassment and then will assemble a quorum of staff to host one or two training overviews
- N. Canora has been connected with a user experience class at the University of Michigan to consult on our website. He will share staff and board email addresses with them in order to get input.

- The library has been in conversation with the Village about finding funding to create a 3D-printed model of the village and proposed development projects to help residents and businesses understand the impact of potential projects.

**Librarians' Reports** *Attached reports from the Reference and Children's Librarians*

- E. Hobson will review reports and productivity/activity data, will make recommendation as to standardization of reports

**Committee Reports**

**FINANCE:**

- M. Ghiorse reports that the committee is figuring out budget with the Village; overview of the budget: 78% is staff, most of the rest is fixed costs (utilities, contracts, services); very little room for movement; e.g. \$5k was allocated to building for 2018, but YTD \$30k has been spent.
- The priority is to shore up the building and make long-term fixes instead of temporary repairs. The argument could possibly be made to the Village for a one-time designation of funds for capital improvements, as suggested by Bob McLoughlin in March 2017. The committee proposed conducting an evaluation of the building to determine necessary long-term repairs.
- The Village has recommended that \$38k in additional funds from the Lam Estate be put in a money market account. M. Nigro so moves with a second from R. Pitts, and the board approved unanimously.

**PERSONNEL:**

- B. Gilmore inquired how the committee can be helpful to the Director going forward and facilitate her transition; E. Hobson would like board bios reflecting each member's expertise. Trustees and village liaison will write bios and send to R. Pitts for circulation. A. Moss suggests having a board section on the website to advise public of board contacts
- E. Hobson will work with committee to ensure that all LJ1 and other civil service forms have been completed for herself, N. Canora, and other staff.

**FUNDRAISING:**

- M. Ghiorse reports that he attended the Friends meeting immediately prior to board meeting. The current officers will finish out their terms (through June), and will try to identify new officers to be elected at annual meeting to be scheduled.
- M. Ghiorse volunteers to serve as trustee liaison to the Friends during the transition
- The Friends still plan to run bake sale in February
- M. Ghiorse will coordinate with Friends on contents of annual appeal to align priorities
- M. Nigro motioned to appoint M. Ghiorse as temporary liaison to the Friends of the Dobbs Ferry Public Library, with a second from K. Koster seconds and unanimous approval.

**MARKETING:**

- A. Moss reports that the committee will coordinate with finance when budget is determined to discuss website.

#### POLICY:

- K. Koster states that the committee will create a calendar of policies to address at each board meeting to ensure board reviews every policy at least once per year.

#### TRUSTEE SEARCH COMMITTEE:

- Koster will write description of proposed at-large board member position to circulate to the board for input and review; tabled to next meeting

#### NEW BUSINESS:

- A. Moss proposes creating a task force for the strategic plan.
- M. Nigro moves to dissolve fundraising committee, with a second from A. Moss and unanimous approval.
- Committee appointments were made for 2018 (staff may be appointed to all except personnel, finance and policy), as follows:
  - Finance - M. Ghiorse (Chair), M. Nigro, C. Aggarwal
  - Personnel - B. Gilmore and R. Pitts (Co-Chairs), J. Golde
  - Marketing - A. Moss (Chair), R. Pitts, B. Gilmore and J. Golde plus staff
  - Policy - K. Koster (Chair), A. Moss
  - Community Outreach - E. Hobson (Chair), J. Wai, C. Aggarwal
  - Trustee Search Committee - A. Moss (Chair), K. Koster, M. Nigro
  - Children's Room Task Force - K. Koster (Chair), A. Moss, J. Wai, and staff
  - Strategic Plan Task Force - J. Golde and E. Hobson (Co-Chairs), all trustees and full-time staff are members
  - Art Exhibition Committee - M. Nigro (Chair), J. Golde, K. Koster, E. Hobson
- The Friends are hosting an Open House to meet the Director on 1/27.
- The board reviewed two policies:
  - Emergency and Inclement Weather Closure Policy. Motion by K. Koster, second by B. Gilmore, unanimous approval.
  - Diversity and Inclusion Policy. Motion by M. Nigro, second by B. Gilmore, unanimous approval.
- Discussion of the strategic plan tabled. Task Force will meet before the next board meeting.
- Motion by M. Nigro to amend Article 3 of the bylaws to incorporate language allowing for Video Conferencing, with a second by A. Moss, approved unanimously.
- Motion by B. Gilmore to create policy on board participation via video conference, with a second by K. Koster, approved unanimously.
- Board Meeting Schedule set for 2018:
  - Sunday, March 11 at 9 am
  - Wednesday, May 9 at 7:30 pm
  - Wednesday, July 11 at 7:30 pm
  - Sunday, September 30 at 9 am
  - Wednesday, November 28 at 7:30 pm

THE NEXT MEETING WILL BE Sunday, March 11 at 9 am.

Meeting was adjourned at 9:57 pm.

Submitted by K. Koster

