

**DOBBS FERRY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES 11/19/2017**

*The meeting was called to order at 9:03AM*

In attendance: Maria Nigro, Betty Gilmore, Rebecca Pitts, Ali Moss, Kelly Koster, Matthew Ghiorse, Ned Canora, Nicole Sullivan (Village Liaison)

Guests: Charu Aggarwal, Adolfo Enciso, Jeff Gold, June Wai

Ali Moss made a motion to move into Executive Session to discuss personnel issues. Rebecca Pitts seconded the motion. The motion was unanimously approved. The Board moved into Executive Session at 9:04 AM.

The Board moved out of Executive Session at 9:57 AM.

Approval of Minutes of 9/07/17,9/17/17,9/25/17: Motion by M. Nigro, seconded by K.Koster, and unanimously approved as written.

President's Report:

*Recruitment of a Junior Board member from the Dobbs Ferry High School* – M.Nigro has not been able to f/u as yet so the matter will be tabled until a future time.

*Board member search* – A.Moss has been meeting with several candidates, four of whom were guests at this meeting. All have already met with the Village Nominating Committee.

*Resignation of Board member* – J.Charkes tendered her resignation on 9/28/17 via email to the co-presidents.

Director's Report: Reviewed & accepted as written

*Lighting in the Children's Room* – the system was inspected by a village employee & it was determined that one fixture is the problem affecting all the others; the village needs to replace the bad bulbs and ballasts; Village Liaison Nicole Sullivan will f/u with the village staff on 11/20. The Board recommended that the Interim Director ask the electrician coming on 11/20 to confirm the problem and to replace all 128 bulbs as there is currently very inadequate lighting in the Children's Room; the electrician will be paid out of the library budget.

*Quote on the audiovisual system* - Still waiting for person contacted to make a site visit; Ned will f/u again. The Friends are willing to fund the cost of the new system depending on the price.

*Part-time Librarian vacancy* – only 2 applications have been received despite broad posting. The announcement will be sent to Board members for distribution to their networks. The Personnel Committee is available to assist the Interim Director with interviews.

*Holiday closures* – Library policy is to keep the library open before or after a holiday whenever possible and give full-time staff a floating holiday. N.Canora recommended for 2017 that the library remain open on 12/22 & 12/23, close on 12/24 & 12/25; close on 12/31 at 5PM, and on 1/1/18 & the Board concurred. He will prepare a schedule for 2018 holidays so staff have ample notice to request their floating holidays.

*Staffing* – C.Matthews is still on leave but it is anticipated she will return half-time some time in December. The Children's Room is currently being staffed 3 days a week by E.Fusco, & on the other two days by staff librarians. S.Rodgers will review NYLA meeting she attended in her next monthly report.

Librarians' Reports: None were received

Committee Reports:

*Finance –*

*Budget* - A first draft was prepared by N.Canora & reviewed by M.Nigro & M.Ghiorse via phone. N.Canora provided a second draft on 11/18. The Finance Committee will meet with the Village Administrator & Treasurer on 11/21/17 for an initial review

*Lam Estate Trust* – Committee members & N.Canora have been in touch with the Village Treasurer via email regarding \$38,000 left to the Library through a last will and testament.

The Village Treasurer and Accountant recommend investment in a money market account to assure that there is no loss in value. A motion was made by A.Moss, seconded by M.Ghiorse & unanimously approved to table the issue until the January meeting so that further review of the investment options & the estate restrictions can be clarified.

*Personnel* – No report

*Fundraising* – No report

*Marketing & Positioning* – No report

*Policy & Compliance* –

K.Koster was asked to f/u on the policy re closing the library due to the lack of notification by the police of the Interim Director or any Board members following two recent incidents when the library was left unlocked. It was suggested that a cascade list be developed and that the co-presidents meet the new police chief.

The amendment to the bylaws allowing remote voting by video conferencing was tabled until there is a full board present to vote on the matter.

*Community Outreach & Advocacy* – No report

*Appointment of Nominating Committee* – M.Nigro proposed R.Pitts and B.Gilmore serve on the committee to recommend officers for 2018; A.Moss seconded the motion & it was unanimously approved. The slate will be presented at the January 2018 Board meeting.

*Appointment of Board Trustee Search Committee* – Motion made by B.Gilmore, seconded by M.Nigro and unanimously approved that A.Moss & K.Koster will serve on the committee, with A.Moss as chairperson.

Friends Report: Next meeting is scheduled for 12/6 at 7PM; B.Gilmore will attend. The annual holiday sale will be held Dec 8, 9, 10. The Friends have a new member who will assist with publicity & efforts to have more members volunteer.

Announcements: The Board retreat will be held on Saturday, January 6, 2018. The agenda will include an annual board self-assessment as well as scheduling all the Board meetings for 2018. A draft agenda will be sent to Board members via email to review and add any additional topics. R.Pitts will contact T.Kirchner at WLS regarding use of their space for the meeting, and the availability of a WLS staff member to facilitate the meeting and speak on a relevant library board topic.

**Next Meeting: Wednesday, January 10, 2018, 7:30 PM**

*The meeting is adjourned at 11:09 AM per motion of M.Nigro, seconded by K.Koster & unanimously approved.*

Submitted by Betty Gilmore