

**DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES 01/17/2017**

The meeting was called to order at 8:00PM

In attendance: Maria Nigro, Paula Dambroff, Betty Gilmore, Rebecca Pitts, Nicole Sullivan (Village Board Liaison), Ned Canora (Director)

ANNOUNCEMENTS:

- Nicole Sullivan was welcomed as the new Village Board Liaison to the Library
- The oath of office was administered to Rebecca Pitts for a 5 year term of office, ending in 2022

MINUTES of December 1, 2016 were approved unanimously upon
A motion by Becky Pitts and a second by Paula Dambroff

CO-PRESIDENTS' REPORT: The Board held a successful retreat on January 7, reviewing a board assessment form all members had completed, and discussing ways in which we can be more effective in our work with the Director and for the Library. It was agreed this should be an annual event.

A proposed bimonthly meeting schedule for 2017 was reviewed, and it was decided that the Director should continue to send monthly reports
The Board will compose a shared agenda via Google docs and forward it to the Director 10 days ahead of the meeting date; the Director will send out the full packet one week prior

DIRECTOR'S REPORT:

- Ned will conduct a Library orientation with Nicole Sullivan
- The Director will assure access to essential Board member documents for current & new board members

LIBRARIANS' REPORTS: None this month

BUDGET:

- To be submitted to the Village Board subsequent to the Director's meeting with the Village Administrator & Treasurer. Ned will keep the Board informed as to the results
- Discussion re the discrepancies between the village's financial numbers and the library's and the difficulty it causes in creating an accurate budget; it was suggested that the Director keep his own budget numbers going forward

FRIENDS REPORT:

- The Valentine Book & Bake Sale will be held Saturday, Feb. 13 from 10 AM – 4 PM

OLD BUSINESS:

- Returning the .5 Librarian I position to full-time, offering Ann Quick the option of going back to full-time and giving her an end-date to reply
Requesting a mid-February list from Westchester County HR

Recruiting a part-time clerical supervisor

NEW BUSINESS:

- Board Committees for 2017 unanimously approved as per motion by Paula Dambroff & seconded by Betty Gilmore:
 - Finance: Betty Gilmore & Maria Nigro
 - Personnel: Rebecca Pitts & Betty Gilmore
 - Policy: Paula Dambroff
 - Arts: Maria Nigro & Vicky Kurian

- Nicole will talk with Village Board about the possibility of making one of the parking meters in front of the Library a 15 or 20 minute meter so patrons can drop off books more easily
- Community Partnerships – discussion about whom to reach out to and how best to do so. Suggestions included attending monthly Chamber of Commerce meetings; possibly forms a Public Relations Committee
- New Board members: several community members have applied & have been interviewed by the Village Nominating Committee; Paula and Betty met with one individual but felt her skill set would be better suited to assisting the Friends. Other interviews are pending. A request will be sent to the Friends to put an ad in the Enterprise

THE NEXT MEETING WILL BE **Sunday, March 26th at 10AM.**

Meeting was adjourned at 9:08 PM

Submitted by Betty Gilmore