

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES
June 19, 2024 at 7:30 PM**

Present: Jennifer Andrews, Linda Stutz, co-Presidents, Isabel Dominguez, secretary, David Tabacoff, finance chair, Alison Hendele, Erika Abelon, Alys Kociuruba, Jed Ilany, Erik Carlson

Staff: Donna Garofalo

Absent: John Kaufmann

Public Comment Period: None

Approval of Meeting Minutes

Motion made by Trustee Andrews to amend the March 2024 meeting minutes to add: Secretary presented options for handling terms for trustees: 1) have new trustees complete the expired terms of previous trustees; or 2) have all new trustees start their own 3-year term unless the Board and/or new trustee desire to fill an unexpired term. The Board voted for option 2 and it was agreed that we would consult with the Village Administrator about whether or not the Village code needs to be amended. Seconded by Trustee Dominguez. Unanimous approval.
May minutes approved.

Presidents' Comments

- Reminder of trustee terms discussion from March.
- Strategic plan needs revision. Last revision was 2020. Jennifer asked members to think about this and be ready to discuss in the Fall.
- Since it is the half year mark, Jennifer asked if anyone wants to make a move to another committee. If so, they should let Linda or Jennifer know.
- Jennifer thanked everyone for their work as trustee.

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Director Report

- Alarm system - upgraded
- 4th of July Party - second annual. BBQ, potluck, games. Information was sent through Google forms to Staff, Friends, Board.
- HVAC Contract - signed with a new company chosen by Village; will create an increase in budget. Contract includes a discount for future work beyond regular maintenance. Discussed the Library's cooling center status and need for Village to advertise this in their newsletter.
- Pride Month - a right wing twitter group posted regarding the Library Scavenger Hunt. Nothing has come of it so far.
 - Eric Rosewood will speak on 06/22/24. There will be a police presence.
- Niche Academy added to Library's website. Several links for online learning and other tutorials from Niche Academy. Jennifer commented on the great content and design.

Librarian Report

- Romance Book Club - The Library is running a book club in July.
- In addition to Children's summer reading program there will be an adult summer reading program.

Friends' Report

- Book Sale this Sunday (6/23), 10 am to 4 pm.

Committee Reports

- Policy & Compliance

- o Updates to Privacy Policy will be ready in September.
 - o Discussion on the Library having their own attorney. Discussed reaching out for a referral. It might be prudent to have an attorney on retainer who specializes in library law. Erik can reach out to Terry Kirchener, WLS and other local libraries.
- Finance Committee
 - o Main issues - expenditures for alarm system and HVAC increase; Alarm expense was already in budget; waiting to see how much is in the Fund Balance for this year.
 - o Allison asked why the Village is not responsible for HVAC expenses (especially because the Library is a designated cooling center). Erik will bring this up to the Village.
 - o The Finance Committee has reviewed and approved this month's expense and revenue reports.
- Personnel Committee
 - o Franchesca Febres is new Spanish Speaking Library Assistant - she is being trained using Niche Academy and will work on the Second Floor. She will be doing programs for the Spanish-speaking population in Dobbs and extending the Library's reach to this community. Erik will have her contact Robin Larkin of SPRING Community Partners.
 - o Karolina Eruzalimskaya is the new library clerk. Starting on Friday.
 - o June McGrath is the new library page
 - o Job description for Library Assistant will be in the Personnel Committee folder for Trustees to review. Once that gets approved, Erik will make the complete the remaining job descriptions.
- Building Committee
 - o Alarm system installed
 - o Security Camera - waiting for the quote
 - o Carpeting for children's room - waiting for a quote
 - o Waiting for railing to be installed.
 - o Remaining outdoor furniture has arrived.
 - o New chairs in the community room have received good response. Erik plans to develop more senior programming now that there is greater comfort.
- Data and Research Committee
 - o Erika Abelon reported that the committee met with staff and gained a lot of good information. Next step is to discuss with Erik the best way to collect data and refine what is being looked for.

Trustee Education

- 9/18 & 10/16 - Terry Kirchner from WLS will be coming at 6:30.

Items up for Vote

- Resolution to decommission Patio Furniture. Jed moves to approve; Erika, seconds; all approved.
- Resolution to decommission stackable chairs (45). Jed moves to approve; Alysa, seconds, all approved.
- Resolution to accept budget amendment adding \$21k (alarm) and slight change to budget lines for HVAC contract. David moves to approve; Jed, seconds; all approve.

- A1CS computer services contract. Isabel moves to approve; Jed, seconds; all approved.
- Approve Franchesca Febres as Spanish Speaking Library Assistant.
- Approve Karolina Eruzalimskaya as Library Clerk.
- Approve June McGrath as Library Page.
- Approve all above personnel hires; Jed moves to approve; Alyson seconds, all approved.
- Vote on trustee terms deferred until September.

Discussion

- Committee mid-year adjustments - by email or phone Jennifer/Linda
- Summer projects:
 - Policy Committee - update employee handbook.
 - All Trustees - look at the strategic plan. Is it on point? Does it need to change?
 - Building Committee - walk through of building with Erik. Go over the various projects that need to be done and align with Village plan.
 - Finance Committee - arrange a meeting with Jeff Chuta regarding finances; clarity of reports
 - Jed suggests providing token of appreciation for outgoing Friends president, Mary McNamara

Adjournment motion to adjourn at 8:28 pm

Announcements

- Next regular meeting is scheduled for September 18 (6:30 training, 7:30 meeting)
- Upcoming board meeting dates for 2024 are as follows: 10/16, 11/20 & 12/18

Trustee Education

Resources:

- <https://midhudson.org/trusteebookclub/>
- <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- Terry Kirchner has suggested the following topics for a training session:
 - Understanding and using the public library minimum standards as a strategic toolkit
 - Roles and responsibilities between the library board, director, friends, and foundation

- Using the 414 to create stable and sustainable funding for municipal libraries

2024 Trustee Handbook Book Club Schedule - Erik has updated schedules for the Trustees.