

**LIBRARY BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING MINUTES  
May 15, 2024 at 7:30 PM**

**Present:** Jennifer Andrews, Linda Stutz, Erika Abelon, Isabel Dominguez, Erik Carlson, John Kaufman, Alysa Kociuruba, David Tabacoff, Jed Ilani

Staff: Donna Garofalo

Guest: Mary McNamara

**Absent:** Alison Hendele

**Public Comment Period:** None

**Approval of Meeting Minutes**

Jennifer called for a vote to approve April minutes. Isabel seconded the motion, unanimously approved

**Presidents' Comments**

- None

**Director Report**

- DirtFest - great turn out. Linda advised that Erik did a great job.
- Patio Furniture - coming in tomorrow
- DLD Grant Update - Village approved the banner; getting quotes for banners and brackets; railing to be installed and painted
- Irvington representative came to visit to let Eric know that Dobbs Ferry is highly thought of in their programming especially regarding the DEI work that the Library is doing.

**Librarian Report**

- Summer Reading  
Children's, Teen's - Bingo and Adult Bingo Summer Reading programs  
Linda Stutz suggested we contact Mercy U and Mercy regarding collaboration on programs.

**Friends' Report**

- Annual Meeting next Wednesday - 5:30 meeting and reception; Author presentation June 23rd - Sunday - Book Sale/craft sale in garage. New President will begin her term - Lisa Bai and a treasurer will be appointed

**Committee Reports**

- Policy & Compliance
    - Free Newspaper Policy - added policy on revoking privileges
  - Finance Committee
    - FY 2025 Budget - reviewed and approved
    - Current budget vs expenditures - village has not updated all line items.
- Niche Academy subscription: Subscription to Niche Academy can be integrated into the web site. Other libraries have shown an increase in usage of many online

services. It is a three year subscription. The increase is reflected in year 2 and 3. This is available to staff and patrons.

- o alarm system - quote \$21k to upgrade system; new system has an app; need to upgrade security cameras. Direct connect to police station
- o Donation from Pilzer Foundation - \$250. Vote on accepting donation. Linda made the motion
- o David Tabacoff to be appointed Finance Committee chair
  
- Personnel Committee
  - o Library Assistant position is in the process of being filled
  - o Gretchen has not met the Civil Service requirements for Asst Librarian. When she returns, she will go back to working as clerical staff. There is no specific date when she will return.
  
- Building Committee
  - o Patio furniture coming in
  
- Data and Research Committee
  - o Report on progress - data committee met and will be requesting additional data from Erik and meeting with library staff to review current data visualization
  - o In the future door counters may be read at various times of day

#### **Items up for Vote**

- FY 2025 Budget. Jennifer moves to approve; Jed Seconds -all approved
- Accepting \$250 Donation from Pilzer Foundation. Jed moved to accept the donation; Jennifer seconds; all in favor
- Free Newspaper Policy. Alyssa moves to approve; isabel seconds; all approve
- New Finance Officer - David Tabacoff  
Isabel made a motion to approve David; Jed seconds, all approves

#### **Discussion**

- Trustees - monthly insights
- Discussed AI as replacing Librarians. Erik suggested that AI could be useful as a resource rather than a replacement for Librarians
- Trustee training session - Erik will consult with Terry to see if he is available to lead a meeting in June, September or October.  
See below on topics; one hour at a meeting time. Trustees selected topics 1 and 2.

#### **Executive Session**

- Board entered executive session to discuss Director's performance review.

#### **Adjournment motion to adjourn at 8:41**

#### **Announcements**

- Next regular meeting is scheduled for June 19, 2024
- Upcoming board meeting dates for 2024 are as follows: 9/18, 10/16, 11/20 & 12/18

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## **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.