

# **Minutes for DFPL Board of Trustees Meeting**

## **6.18.2025**

### **Call to order:**

A regular monthly meeting of the Dobbs Ferry Library Board of Trustees was held on June 18, 2025 at the Dobbs Ferry Public Library. It began at 7:30pm and was presided over by Linda Stutz as President, David Tabacoff as Vice President and Jennifer Andrews as Secretary.

### **Attendees:**

Voting members in attendance: Linda Stutz, Pres., Alex Peck, Jennifer Andrews, Secy Alyssa Kociuruba, Erika Abelon, Inna Livitz, Jessica Galen, Village Liaison

Library Staff in attendance: Erik Carlson, Director, Donna Garofalo, clerk assisting with minutes

Guests in attendance: Jessica Galen, Liaison, Village Board of Trustees

Members not in attendance: David Tabacof, San Gruen

### **Approval of minutes:**

A motion was made and seconded to approve the minutes of the May 21, 2025 meeting. By a vote of hands, all trustees were in favor, and none were against.

### **Review:**

#### **1. President's report**

- President Linda Stutz noted that the Board would not hold regular meetings in July or August. Trustees were encouraged to check their email at least twice per week to stay current on Board communications and activities.
- New trustees were invited to reach out over the summer for support or questions.

- The Board acknowledged a strong, ongoing effort from all trustees and staff during a busy period.

## **2. Director's report**

- Director Erik Carlson reported on the Library's operational status, including:
- Three janitorial service vendors were contacted in pursuit of improved pricing and service; additional contract details and comparisons are pending.
- Construction aid grant applications are underway, including projects such as new carpeting, security camera system evaluation, and sliding door installation for the teen space.
- Data privacy and footage retention for security systems were debated, with a plan to consult IT expertise for further guidance.
- Circulating Rokus are now live and available for patron use, with positive feedback.
- An air conditioning failure was reported and repairs are scheduled.
- Preparations are underway for a library mini golf fundraising event planned for January, including seeking sponsors and organizing ancillary silent auction activities.

- Plans for a July 4th party were also discussed, with Trustees, their families and pets invited to join in the event.

### **3. Librarian's report**

- The summer reading kickoff was held, featuring programs for both adults and children. Prizes include a beach bundle with themed items.
- Program attendance and success evaluation methods are being refined, with reports now including effectiveness analysis and improvement plans.
- Staff and Trustees commended for their collaboration in compiling library statistics and distributing the first annual one-page community report.
- Ongoing outreach to schools continues, with large groups of children receiving library cards and taking tours.
- The children's collection is being maintained and weeded as needed.

### **4. Friends of the DFPL's report**

- The Friends group continues to face challenges related to the accessibility of its endowment and current fundraising for programming needs.
- There is ongoing collaboration with the Board on new fundraising events, including the library mini golf fundraiser and preparations for a September Gala.
- Storage limitations remain a concern.
- Decisions about the selection of a Gala honoree were discussed. Event ticket pricing and logistics for the Gala were also

discussed; the Friends are assisting with outreach and auction item solicitation.

## **5. Committee reports**

### Policy Committee:

- Work continues on refining internal procedures for reconsideration of collection items and processing trustee resignations.
- Bylaw revisions are underway, with legal counsel identifying sections in conflict with the founding charter, especially regarding trustee terms.
- Security camera and privacy policies are under review, with a forthcoming meeting planned with technical assistance.

### Personnel Committee:

- Edits to the Employee Handbook have been reviewed by the library's attorney, with redline changes and suggestions provided.
- Legal review revealed that some bylaw terms are inconsistent with the charter, necessitating future charter amendments.
- Trustees were encouraged to attend a summer meeting for comprehensive review of handbook topics and legal recommendations

### Finance Committee:

- Monthly review was completed and finances were found to be in order.
- The village is considering improvements to its financial reporting systems to enhance ease of use and transparency.

- Budget line amendments were proposed and a resolution adopted for increases to building maintenance, custodial services, and professional development.

#### Research Committee:

- Annual community report was finalized and distribution strategies were discussed, including website publication and potential inclusion in the village newsletter.

#### Building Task Force:

- Updates were given on courtyard, public art, and makerspace ideas being considered for the Library's NY Forward grant proposal, with deadlines and requirements reviewed.
- Discussions included balancing Friends' uses of shared spaces and the need for architectural and cost plan estimates for competitive grant applications.
- Broader discussion addressed project phasing, in-kind contributions, fundraising, and multi-use space priorities.

### **6. Village Liaison report**

- Updates were provided on collaborative public art initiatives, park improvements, and possible inclusion of Library sites in broader village placemaking efforts.

#### Old Business:

- Director follow-up on janitorial contract proposals and pending vendor decisions.
- Status updates on grant applications for facility improvements.

### **Announcements and Upcoming:**

- Next Board meeting: September 18, 2025. No meetings in July or August.
- Terry Kirchner will provide board training preceding the October and November meetings; sessions will be recorded for Continuing Education credit.
- The annual July 4th party will be held at the Library. Trustees and families are encouraged to attend, bring a dish for the potluck, and enjoy games and fireworks from the Library's second floor. The event is family- and pet-friendly. Invitations and RSVP forms will be sent to Trustees.

### **Adjournment:**

A motion to adjourn was made and seconded. The meeting was adjourned at [INSERT WHEN ABLE TO ACCESS DRIVE]

*Secretary signature: Jennifer Andrews 9/4/2025*

*Date of approval by Board: 9/17/2025*