

## Minutes for DFPL Board of Trustees Meeting 10.15.2025

### Call to order:

A regular monthly meeting of the Dobbs Ferry Library Board of Trustees was held on October 15, 2025 at the Dobbs Ferry Public Library. The meeting began at 7:30pm.

### Attendees:

- Voting members in attendance: Linda Stutz, *President*, David Tabacoff, *Vice President*, Jennifer Andrews, *Secretary*, Erika Abelon, Sam Gruen, Alex Peck, Inna Livitz, David Agosto
- Library Staff in attendance: Erik Carlson, Director, Donna Garofalo, clerk, taking minutes
- Guests: None
- Members not in attendance: None

### Approval of Minutes:

The minutes from the previous meeting were reviewed and approved by the Board of Trustees.

### Review:

#### 1. President's Report

- **Trustee Search:** Director has promoted the search for a new trustee. Three candidates have expressed interest. Board members discussed the recruitment and selection process; resumes are available in folder for all Board to review. Discussion covered procedures for narrowing down applicants for interviews and reaching out via various town channels (newsletter, Facebook, library announcements). Trustees Livitz and Agosto agreed to join Search Committee to assist with interviews.
- **Board and Officer Transitions:** 2026 Slate of Officer positions discussed, including the three-year presidential term and related transitions, as well as succession planning for the President role.
- **Gala and Fundraising:** The date for the Chamber of Commerce Gala for Rivertowns Libraries has been moved to March 26. The revenue split will now be 50% for the Chamber and 50% divided among the four Rivertowns Libraries. As the original fundraising target was \$20,000; our Library share will now be approximately \$2,500 if that goal is met. Ronni's bio remains outstanding for gala honoree purposes; efforts to collect it continue.
- **Parking and Facilities:** A community member raised concerns about two-hour parking limits for library programs. The Board discussed past outreach to local officials about temporary parking accommodations, and Director noted challenges and the precedent such exceptions might set. The Library is used for a variety of purposes by a variety of people and allowing specific individuals to have access to extended parking passes does not seem equitable. Director will speak with Village Liaison Galen about possible solutions.

#### 2. Director's Report

- Written staff job descriptions have been finalized and will be reviewed by staff for completeness and used to support annual evaluation process. Building Committee is assisting with a discussion of "other duties as requested" of Staff.

- HVAC System: There are ongoing issues with two nonfunctional compressors; replacement is planned for next year. Discussions with Village engineering and maintenance are ongoing, with consideration of a bond for the estimated \$2.5 million cost. A cost-benefit analysis of energy and maintenance savings is being collected and updated.
- Replacement exhibit cases for the Friends of Wicker Creek display have been explored, with the lowest available cost seen at \$500 each. Fundraising efforts are ongoing; the library may contribute \$200–250 towards these cases.
- Library Staffing: The resignation of the Spanish-speaking library assistant, Luis Parades, was noted; the Library Assistant list is being requested from the civil-service candidate pool. A page is also needed and a new high school shelver will also be onboarded.

### **3. Librarians' Report**

- The annual FerryCon event was held with moderate success; attendance was impacted by concurrent local events. Fundraising (\$10 per family) covered event costs.
- Other programming, including a local comedy show, was well-received by attendees.

### **4. Friends of the Library Report**

- The Friends did not have a meeting this month due to scheduling conflicts.
- The mini-golf fundraising event has already raised approximately \$2,000, with logistics for the hosting company secured. Dates secured for January 30 and 31st, 2025.
- Efforts to attract vendors and sponsors for the upcoming holiday sale (scheduled for December 6) continue.

### **5. Committee Reports**

#### **Policy Committee:**

- Work continues on updating the Code of Conduct, especially to reflect current health guidelines.
- Template letters for reconsideration of collection materials have been reviewed. The committee discussed the low incidence of formal material reconsideration requests and the need for a template response letter based on ALA recommendations.
- Updates to bylaws and the need to review current volunteer policy were also discussed.

#### **Finance Committee:**

- Committee reviewed the library's monthly finance reports and found all to be in order.
- Communication with Village Treasurer regarding a different format for annual and monthly financial reporting is ongoing.

#### **Personnel Committee:**

- The committee continues work on the employee handbook, with the aim to complete revisions by the end of November. Board members may review and comment via the document within the designated committee folder.

### **Building Task Force:**

- A meeting addressed priorities for facility upgrades, especially HVAC replacement, and the need for a short and long-term capital plan.

### **NY Forward Grant Task Force:**

- The final local NY Forward Committee meeting is scheduled for next Thursday.
- Community feedback (over 300 responses collected during Ferry Festa) was reviewed, with next steps awaiting State-level decisions by Spring.

### **Old Business**

#### **Charter Amendment:**

- The updated charter, reflecting 3-year Trustee terms, is ready for signature by the President and Secretary before submission to the State Library.

### **Announcements and Upcoming**

- Next meetings scheduled for November 19, 2025 and December 17, 2025, at 7:30 pm.
- Board training with Terry Kirchner is scheduled before the November meeting at 6:30 pm. Trustees encouraged to suggest topics for this training.

### **Adjournment**

A motion to adjourn was made and seconded. The meeting ended at approximately 8:05 pm.

*Secretary signature: Jennifer Andrews 11/14/2025*

*Date of approval by the Board: 11/19/2025*