

The Field Library, Peekskill, New York

Board of Trustees Meeting August 23, 7.00pm

Present: Sandra Smith, Karen Kelley, Tina Romeo, Melinda Cosentino, Ann Douglas, Alan Most (taking notes), Jennifer Brown, Library Director, Kim Stucko, reference librarian

1. The meeting was called to order at 7:03 pm by Ms. Smith.
2. The Board was given a presentation by Danielle Semp from Lothrop Associates, Architects. She reviewed the August 23, 2018 proposal to Ms. Brown, "The Field Library Renovations-Potential Library Improvements" (see attached). The Board and Ms. Brown agreed that she will work with Ms. Semp to design and purchase a new modular adult reference/circulation desk and a new children's reference/circulation desk. Any additional money will be used to purchase new furniture in the adult section of the Library. (It was noted that more furniture can be purchased incrementally as funds become available.)

A motion was made by Mr. Most to authorize Ms. Brown to enter into a contract with Lathrop Associates to purchase items 1 and 3 on the attached proposal. Ms. Foster seconded the motion; unanimous in favor.

Ms. Semp noted that the Library will not need to provide a deposit for ordering the new desks. Ms. Brown expects to get the funds in September. Ms. Semp will provide a few layouts and she and Ms. Brown will seek input from the staff.

There was a related discussion regarding the Library carpeting. It was noted that the City is responsible for the carpeting and its cleaning. It was further noted that the carpet is spot cleaned; however, no one was sure when the entire carpet was last cleaned. In addition, given the ongoing roof leaks, it is probable that various parts of the carpeting have gotten wet over the years (with possible mold developing underneath). Since the children frequently sit on the carpeting, Ms. Cosentino suggested that Ms. Brown research purchasing low cost interlocking carpeting squares that would be placed on top of the existing carpeting. There was agreement that this should be done.

3. The minutes from the July 12, 2018 meeting were adopted. Moved by Ms. Foster, second by Ms. Cosentino, unanimous in favor.
4. Ms. Brown noted that she has no response from the law firms approached to provide legal services to the Library. She felt that the time frame for a proposal may have been too tight; she will revamp the requests for a proposal with a wider time frame for a response.
5. Ms. Brown noted that the Library can begin an "automatic renewal" program for items that are checked out. She noted that the staff was initially resistant; however, other local libraries are moving ahead with this new program. Mr. Most noted that this may impact on the collection of fines; it was agreed the program – which will be implemented on October 1, 2018 - will be evaluated in April 2019. Ms. Foster moved that the Library change its renewal policy to allow for automatic renewals; second by Mr. Most; unanimous in favor.
6. There was discussion about the poor condition of the Library physical plant. Issues such as the ongoing roof leaks, the number of lightbulbs that have not been replaced and the condition of the

carpeting have been discussed numerous times at Board meeting. Mr. Most suggested that if the City refuses to address the leaks, then the Library should close when the roof starts leaking and bring in media to photograph the conditions. Ms. Foster indicated that she and Ms. Brown will be meeting with the Mayor and City Manager on September 10 to discuss issues inside the library, as well as the plaza and the entrance. Ms. Kelley will, also, be attending the meeting. She suggested that the City Council have a liaison with the Library (similar to the school district). This would provide a steady flow of information directly to the Mayor and the Council.

7. Ms. Brown indicated that she and the children and teenager librarians will be meeting with the new Peekskill superintendent on Monday, August 27.

8. Motion made by Mr. Most to adjourn the meeting at 8.30pm; second by Ms. Foster; unanimous in favor.