

THE FIELD LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
DATE: THURSDAY, JANUARY 12, 2017

PRESENT: Cathy Johanson, Vice President; Mary Foster, Treasurer; Melinda Cosentino; David Hallerman; Victoria Kravitz, Acting Secretary; Anthony Olivieri; Library Director Jennifer Brown; Guests Alan Most and Tina Romeo

ABSENT (WITH PRIOR NOTICE): Sandra Smith, President; Susan Feldman, Secretary

CALL TO ORDER: There being a quorum present, Vice President Ms. Johanson called the meeting to order at 7:10 PM.

ACCEPTANCE OF OLD MINUTES: Mr. Olivieri moved to accept the minutes of the December 8, 2016 meeting as corrected. Ms. Kravitz seconded. Motion passed unanimously.

### DIRECTOR'S REPORT

#### The Website

The Field's website current and archived. WLS, thanks to Norm Jacknis' suggestion and follow up by Ms. Brown shall host The Field Website for free. Once the site is ready, it will be transferred to WLS. The theme is chosen and the Library Director is using Google analytics to determine what should be featured on the main page.

Board members discussed what features and sections should be included in the new website. Ms. Kravitz suggested including local schools and a board of trustees area.

Mr. Hallerman asked what the launch date for the new website is. Ms. Brown indicated that it had been bumped back from December to a new target of February.

#### Health Insurance

A discussion was had regarding Medicare and NYSHIP rates for The Field Library employees. Full-time employees are billed at the individual rate regardless of age. The Library has paid the Medicare rate for Ms. Bentley to the City of Peekskill since 2013. The library had to pay back the City the difference between the Medicare rate and the individual rate for Ms. Bentley.

Ms. Foster asked if we cover insurance rates once employees are retired. Mr. Olivieri indicated that the language in the past was 20 years with exemplary service. Ms. Foster indicated that is not legal. Mr. Hallerman expressed that "exemplary service" is subjective. Ms. Brown indicated that the NYSHIP rate differs if an employee is retired or still working. The Field Library covers

the Medicare Rate for retirees.

### Finance

Ms. Brown has been working to clear up a \$113,000 accounting error which can be attributed to several factors. These factors included 1. A grant received in 2011 where the funds were distributed in 2012 and/or 2013 for a Parking Garage. 2. The same expense item being entered multiple (6) times. 3. A change in accounting staff during 2011 and 2014. It was believed to be a good faith error that is now being rectified. The 2015 990 was ready by 1/13/17.

### Museum Passes

Ms. Brown reported that the Field shall offer passes to the public to the following museums this year: The Guggenheim, El Museo del Barrio, the Westchester Children's Museum, and the American Museum of Natural History for free. In addition patrons can receive discounted admission to the Maritime Aquarium. The library currently offers free admission to the Hudson Valley Center for Contemporary Art, The Aldrich Contemporary Art Museum, Katonah Museum of Art, Bruce Museum, Hudson River Museum, Neuberger Museum of Art, Purchase College, and Wave Hill. These will also continue into 2017. Ms. Brown plans on ordering passes for Boscobel House and Gardens when the season resumes in April.

The BOT had a discussion on how the passes worked. Each museum has different provisions for their Library passes. Mr. Hallerman asked how the publicity for this will be done. Ms. Brown indicated an email blast, flyers, and social media shall be utilized to inform the public of this wonderful offering.

Ms. Kravitz suggested that museums that offer periodic or scheduled free admissions be included on The Field Library's new website. Ms. Brown indicated that she will follow the model of other local libraries' offerings and websites.

A discussion was had to increase museum pass offerings. The Board agrees that offering Museum Passes is a wonderful asset for the public.

### The Field Library Bookstore

The Bookstore was discussed as to its profitability. Mr. Olivieri suggested that there is no profit and it is a liability. Ms. Kravitz said that it served as a satellite for increased awareness and visibility for the Field Library. Mr. Hallerman suggested that as we seek to revitalize the Friends of the Library it serves as a strong starting point in managing the bookstore.

Ms. Kravitz moved to adopt the following resolution: All library volunteers, including volunteers at the Field Bookstore located at 934 South Street, are accountable to the Library Director and only The Library Director sets policy. Ms. Johansen seconded. Motion passed unanimously.

### Job Descriptions

Ms. Foster asked about the job descriptions. Ms. Brown has completed the descriptions for the Assistant Director, Head of Children's Services, Business Manager, and Children's Librarian. Ms. Kravitz moved to include the language "Spanish language proficiency highly desirable on all future job descriptions. The motion was not seconded. Motion failed.

A discussion was held regarding the Board's involvement in the creation of job descriptions. Ms. Foster recommended that all job descriptions include EEOC in the description.

Ms. Foster moved to have the Library Director come back to the board in September with recommendations on how to increase bilingual services to library patrons. Ms. Kravitz seconded. Mr. Olivieri abstained. Motion passed.

### Investments

Mr. Olivieri offered to introduce Wells Fargo staff member, Chris Sauro to Ms. Foster to set up a meeting in February or March. Mention of the four accounts and their different purposes was made. Ms. Foster will review and present to the Board for approval suggestions on how to have accounts organized to yield greater interest. Mr. Olivieri agreed this was advantageous. In addition, Ms. Foster shall review the Field Library's Investment Policy.

### Circulation Report

Mr. Hallerman questioned why circulation statistics are down. Ms. Johansen mentioned that this has been questioned before. Ms. Brown does not know why the circulation statistics are down.

### OLD BUSINESS:

#### Friday after Thanksgiving

Ms. Brown looked into the circulation statistics for the Friday following Thanksgiving as discussed in last month's regular BOT meeting. The circulation statistics are akin to any other Friday throughout November. With this information, the board decided not to alter the holiday schedule.

#### Open House

Mr. Hallerman suggested to having an open house in the spring. Ms. Kravitz noted that the first day of spring this year is March 20. Ms. Johansen suggested perhaps a date in May. Ms. Romeo said, based upon past experience, there are many stakeholders who might be willing to donate provisions for such an event should they simply be asked. Mr. Hallerman agreed.

### NEW BUSINESS

### Employee Parking

Ms. Brown expressed the staff is highly concerned for their safety going to the parking garage. It was noted that the lighting is being fixed. Ms. Kravitz had obtained the email of someone in the CPPD to contact to find statistics on crime in Peekskill parking lots and would follow up with that during the week. Ms. Johansen indicated that the Peekskill parking lots are safe.

The Board determined that there we have no control over the parking facilities. The Board thanks Ms. Brown for arranging the guard to escort staff to their cars.

### Prospective Board Members

Mr. Olivieri suggested that prospective board members be voted in. Ms. Kravitz stated that under our current Bylaws, the board consists of 11 members. The ad-hoc Procedures Committee (Governance Committee) hope to have the new By-Laws presented for Board review and approval by the next meeting and until that is done we should wait to add any additional board members. Ms. Kravitz provided an update to new and prospective board members. Ms. Kravitz sent a working draft to the Procedures Committee on January 10. Ms. Contentino and Ms. Kravitz edited the draft that morning.

### EXECUTIVE SESSION

Ms. Cosentino moved to enter into Executive Session. Ms. Kravitz seconded. Motion passed. Guests Alan Most and Tina Romeo left the room.

### ADJOURNMENT

Mr. Hallerman moved to adjourn the meeting at 8:55 pm. Mr. Olivieri seconded. Motion passed. The next meeting will be held on Thursday, February 9, 2017.

Respectfully Submitted,

Jennifer Brown  
Library Director