

THE FIELD LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
DATE: THURSDAY, MARCH 9, 2017  
7:00 P.M.

**PRESENT:** Sandy Smith, President; Cathy Johansen, Vice-President; Mary Foster, Treasurer; Melinda Cosentino; Joe Galella; David Hallerman; Alan Most; Tony Olivieri; Jennifer Brown, Library Director.

**ABSENT** (with prior notice): Sue Feldman; Norm Jacknis

**CALL TO ORDER:** Having a quorum, meeting was called to order by President Smith who immediately motioned to go into Executive Session to discuss personnel issues. Vice President Johansen seconded. Motion was accepted unanimously.

At 7:20pm, regular meeting resumed.

**ADOPTION OF MINUTES:** A motion to accept January 12, 2017 minutes by David H. Seconded by Joe G. Motion passed unanimously. There were no February general meeting minutes due to cancellation of February meeting due to extreme weather.

**New Business out of Agenda Order:** Sandy S. introduced a motion to make Allan Most a trustee of the board. Seconded by Mary F. Passed unanimously.

**DIRECTOR'S REPORT:**

Staffing Update

Jody Sitts was promoted to Head of Children's Services filling an opening due to retirement effective January 1, 2017. Myles Robert was selected to fill Jody's now vacant children's librarian position beginning February 1, 2017. Part-time clerk position will go unfilled and staff is undergoing in-house cross-training to help facilitate proper coverage of library functions.

2015 Taxes

2015 taxes are now filed. Board treasurer is in possession of a copy. New procedures as recommended by accountant are being implemented going forward for smother accounting purposes.

Children's Section

Children's room is going through a major cleanup and overhaul. Shelving is old and compromised. Director received a bid to dismantle and replace the shelves for almost \$6000.00. Trustees discussed that this is an added expense not included in this year's budget.

Motion by Tony O. to accept bid to install new shelves in the children's room for \$5416.18. David H. seconded. Passed unanimously.

Handbook

A draft version of the employee handbook is available. Discussion is needed on leave policies. Board will be forwarded a copy before April meeting.

Website

New website is under construction with a draft available online.

Bookstore

Entry door was damaged by high winds and needed to be replaced. Landlord required payment for door because metal fatigue weakened hinges because through the years, volunteers repeatedly propped open door with books. Discussion on status of volunteers and bookstore's profitability.

### Security Services Update

Former security company, SSC, Inc. can no longer provide service as of March 31, 2017. Director received two quotes from other security companies, Allied Universal and Madison. Allied was recommended by WLS, and though their quote was a little higher than Madison; for several reasons, Director suggested her preference for Allied Universal.

Joe G. made motion to accept Allied Universal as our new security company for the library beginning April 1, 2017. Allan M. seconded motion. Passed unanimously.

### Financial and Statistical Reports

Children's Room attendance tripled from last year. Atmosphere appears to be positive.

### WLS Report

Norm Jacknis, WLS representative was unable to make the meeting.

### **OLD BUSINESS:**

#### Handbook

Previous discussion during Director's report.

#### Friends of the Library

David H. considered the status of the group and attempted to contact the "President" with no luck. He would like to see the group become volunteers at the bookstore and sponsor more events to raise awareness of the library. 501c(3) status was lost due to lack of filings since 2008. There is a bank account connected to the group but no further information. Tony O. will attempt to reach out to past members of the group that he is aware of.

#### By-Laws Committee

Norm J. is looking over the By-laws that were established by Melinda C. and past trustee, Victoria K. – none are present.

### **NEW BUSINESS**

#### Budget Request

Request for added budget expenses for new shelving in children's library already discussed and motion carried in Director's Report.

#### Meeting Cancellation Procedures

Director clarified that when Peekskill Schools close, the library closes. It is at the discretion of the president whether to reschedule. David H. motioned that the president should attempt to reschedule a cancelled meeting for the following week at least once. Tony O. seconded. Passed unanimously.

#### Other

Tony O. contacted Chris Sauro at Wells Fargo to come and speak with the trustee board to go over our finances. He agreed to try for the April meeting. Tony will confirm with Sandy if this will occur.

#### Adjournment

Sandy S. made a motion to adjourn the meeting at 8:35pm. Cathy J. seconded. Motion carried unanimously.