

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD ON FEBRUARY 10TH, 2021

Present :

Sandra Smith – President
Karen Kelley – Vice President
Mary Foster – Treasurer
Melinda Cosentino - Trustee
Ann Douglas - Trustee

Benjamin Bloom - Trustee
Christopher Alexander - Trustee
Patricia Riley – City Liaison
Tina Romeo - Trustee
Jennifer Brown – Executive Director

The meeting was called to order by Sandra Smith at 7:11 p.m.

Adoption of Minutes:

On a motion made by Benjamin Bloom and seconded by Mary Foster, the minutes of the regular meeting of the Board of Trustees of January 14, 2021, were accepted unanimously.

On a motion moved by Mary Foster and seconded by Melinda Costentino, the minutes of the Executive Session of the Board of Trustees of January 14,2021 were accepted with 1 abstention by Karen Kelley.

PUBLIC COMMENTS:

No comments were received from the public. Members were reminded that the meeting's notices were posted on the library's website. In addition, the link is posted. The regular meeting is livestreamed on YOUTUBE.

REPORTS:

1. Director's Report

- a. **Statistical Report** – There are several challenges with WLS Circulation statistics which have impacted the Field Library's reporting
 - i. **Circulation** of physical material decreased
 - ii. **Circulation of ebooks** increased
 - iii. **Music Streaming decreased.** It should be noted that the WLS server was discontinued effective January 2021. If the Field wishes to purchase this services, the cost is \$4,500.00
 - iv. **Children's Library Circulation decreased due to curbside pick**
 - v. .
- b. **Wireless Internet Usage** has seen a 50% decreased in inside usage
- c. **Library Card Registration** has experienced a decrease as well due to curbside pickup. There were 11 online registrations.

- d. **Reopening Plan** – The Director reported that the Library reopened in February. After books are returned, they are usually quarantined for 4 days before they become available again.
- e. **Financial Report** – This is an outstanding task. The Director reported that the 2019 Audit is being wrapped up. Once completed, this would be circulated shortly thereafter.
- f. **Governance Committee** –
 - i. The Committee has worked on the by-laws which would be presented at the next meeting.
 - ii. The Committee would undertake to confirm if Town of Cortlandt residency debars anyone from serving on the Board of Trustees, as well as if this requirement is documented anywhere.
- g. **Facilities/Building:**
 - i. Some areas were fixed
 - ii. The Common Council has approved work to be done on the roof as well as the Air Conditioning.
 - iii. The elevator started giving problems as a result of the hydraulic leakage. Dave Rambo would be contacted.
- h. **Strategic Planning** – The Committee met. The Executive Director met with smaller target groups, as well as with Tim Warren (Facilities Manager). The next step would be to meet with small groups to develop goals.
 - i. The use of the Survey Monkey was highlighted as needing some attention. The cost can run as much as \$1,000.

2. Treasurer's Report

- a. The draft financials for 2017 & 2018 places the library in a good financial position.
- b. There are ongoing negotiations with the City with respect to agreement on potential lease arrangements with the Field Library.

3. WLS Report

- a. The WLS Trustee Institute is hosting an online training workshop for Trustees. This would be facilitated by Kerry Nicholas on March 3rd from 7:00 – 8:00 p.m.

On a motion moved by Karen Kelley and seconded by Mary Foster for the regular meeting to adjourn, then to enter into Executive Session, this was adopted unanimously agreed, Ms. Riley departed.