

The Field Library  
4 Nelson Ave, Peekskill, NY 105664 Nelson Ave, Peekskill, NY 10566

**MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**HELD ON AUGUST 19<sup>TH</sup>, 2021**

***Present :***

Sandra Smith – President  
Karen Kelley – Vice President  
Mary Foster – Treasurer  
Alan Most – Secretary  
Melinda Cosentino – Trustee

Tina Romeo - Trustee  
Joseph Galella – Trustee (via zoom)  
Christopher Alexander – Trustee  
Dan Grossman – Friends of Library  
Jennifer Brown – Executive Director

**Absent/Excused:**

Ann Douglas - Trustee  
Benjamin Bloom - Trustee

Patricia Riley – City Liaison

Meeting called to order by Sandra Smith at 7:08 p.m.

**Adoption of Minutes:**

On a motion made by Mary Foster and seconded by Tina Romeo, the Minutes of the regular meeting of the Board of Trustees of July 8, 2021 were accepted unanimously.

**PUBLIC COMMENTS:**

No comments were received from the public.

**REPORTS:**

**1. WLS Report**

- a. Report presented by Karen Kelley. The WLS did not meet in July/August
- b. Service level agreements would be out shortly
- c. \$1.59 million allocated to WLS in August

**2. Friends of Library**

- a. July 10<sup>th</sup> Farmers Market drive was successful
- b. Talk author Gordon event was successful
- c. Manitoga Tour was successful. Thanks to be extended to the Alan Most for leading this event. Proceeds to be donated to Library. There have been several requests for a repeat of this event for Spring and Fall 2022
- d. September 30<sup>th</sup>, Friends would be hosting author Daniel
- e. Friends would be having official AGM in November

**3. Committee Reports**

- a. Finance
  - i. Bookstore total annual revenues have increased
  - ii. The Library's expenses have been in with what is expected

- iii. A meeting is scheduled after the 9-month report
  - b. Audit
    - i. We are awaiting final reports from auditor
    - ii. Meeting to be convened between Executive Director, Karen Kelley, Mary Foster and Auditor to review the preliminary draft before final submissions
  - c. Standing Committees were reviewed
    - 1. Nomination – Alan Most, Joseph Galella, Melinda Consentino
    - 2. Audit – Mary Foster, Karen Kelley
    - 3. Finance – Mary Foster, Tina Romeo, Benjamin Bloom
    - 4. Governance – Sandra Smith, Ann Douglas, Joseph Galella
    - 5. Human Resource – Christopher Alexander
    - 6. Facilities – vacant
  - ii.
  - d. **Nomination**
    - i. At October’s regular meeting, the slate of the nominations for relevant vacant positions would be presented
    - ii. Term Limits would also be presented
    - iii. Final Elections would take place in November, 2021
    - iv. A suggestion was presented by Melinda to have Committees meet at least 2 weeks before regular meeting to allow the Executive Committee to prepare Agenda items accordingly. This was unanimously accepted

#### 4. **Policy Updates**

##### a. **Sexual Harassment Policy**

On motion made by Karen Kelley and seconded by Tina Romeo, Sexual Harassment policy 1263291.1 of 6/14/2021 was passed and accepted unanimously

##### b. **Meeting Rooms Policy**

Recognition for Ann Douglas’ groundwork done on this policy. There were several questions raised on this policy such as the status of 501C organizations using the library as a meeting space and fee structures. This policy would be revisited before submission to the Board

#### 5. **Director’s Report**

- a. **Electrical Work** – Generator is being used. The electricals have to be brought up to state electrical code compliance.
- b. **Fire Alarms**- No update until electrical work is remedied. In the meantime, smoke detectors would be installed in new space downstairs
- c. **Keys** – Replacement keys to be obtained from the City
- d. **Lease** – No reply from the City with respect to the Library’s changes. It was highlighted that there may have been a discrepancy with respect to what was presented to the Common Council in May.

- e. **Roof** – No further development
- f. **Mold** – mold was found in Children’s area in books which were directly beneath a leak. The Archivist guided the process of treating the books in that area. Estimates are being sort for insurance claims. The air quality was tested to ensure that it was safe to have the Archivist in the current space occupied.
- g. **Purchase of new shelves** – Approval was sought and received from the Board for the purchase of the new shelves in the amount of \$10,000 to \$20,000 pending quotations received from vendors.

**6. Strategic Planning Update**

- a. A Strategi Plan draft for Board Development, Recruitment and Education was submitted by Committee Members (Mary, Karen, Melinda)
- b. Secretariat to engage in education. It was raised that there is a need for a Grant Writer, Administrative Assistant and a full time Office Manager to meet the current needs of the organization. This would be considered in the near future
- c. It was suggested that the Board actively engage in Board education and development as a group in the form of a 30 minute session. This could be facilitated immediately prior to a regular monthly meeting once per quarter.

**7. Other – Board Vacancy**

On official resignation was received from Christopher Vega. Expressions of thanks for his contributions during his tenure were made. An appropriate letter of acknowledgement would be written on behalf to the Board and Executive Director.

**Adjournment:**

There being no further business, on motion by Alan Most and seconded by Melinda Consentino, unanimously agreed, the meeting was adjourned at 8:58 p.m.

Next meeting date of Regular Board of Trustees – Thursday September 23<sup>rd</sup>, 2021

Minutes Recorded and Submitted by  
Christopher Alexander