

The Field Library, Peekskill, New York

Board of Trustees Meeting February 14, 2019

Present: Sandra Smith, Karen Kelley, Mary Foster, Ann Douglas, Ben Bloom, Tina Romeo, Joe Galella, Melinda Cosentino, Alan Most (taking notes), Jennifer Brown, Library Director. Christopher Alexander, guest.

1. The meeting was called to order at 7:00 pm by Ms. Smith.
2. The January 2019 minutes were approved (with one spelling correction). Moved by Ms. Kelley, second by Ms. Foster, unanimous in favor.
3. Mr. Most proposed the appointment of Mr. Christopher Vega to the Board of Trustees of The Field Library. Second by Ms. Kelley; unanimous in favor. Ms. Brown will notify Mr. Vega of his appointment.

4. Members of the Board selected the standing committees in which to participate:

Nominating: Mr. Most, Mr. Galella, Ms. Cosentino

Audit: Ms. Foster, Ms. Kelley

Finance: Ms. Romeo, Ms. Foster, Mr. Bloom

Governance: Ms. Douglas and Ms. Smith

Mr. Vega will be asked which committee he would like to join.

5. There was a discussion about the Library meeting room policy. At the previous meeting Ms. Brown had presented several samples of other libraries' policies. The Governance Committee will provide feedback to Ms. Brown as to the contents of the draft policy. (To be included for follow up during the March meeting.)
6. Ms. Brown noted that she has begun the Library annual report and has completed the financials.
7. Ms. Brown provided each Board member with the first The Field Library Board Member Orientation Packet.
8. Ms. Brown will be meeting next week with Lothrop Associates to finalize the design of the new circulation desks. It was suggested that the final color designs of the desk be made visible at the entrance to the Library and on social media and via a press release. The objective is to show the community how the Library is refurbishing its space. Ms. Brown noted that she recently hired someone with a background in social media promotion. (To be included for follow up during the March meeting.)
9. Ms. Brown presented her goals for 2019. There was discussion about adding programmatic objectives for the Library, such as creating a plan to deal with the Town of Cortlandt funding decline. (To be included for follow up during the March meeting.)
10. There was a discussion about Ms. Brown developing a long range plan for the Library. She noted that she has done one before and an ad hoc committee of Board members will work with her; Ms. Douglas, Ms. Foster, Ms. Kelley and Mr. Bloom offered to be part of this committee. Terry Kirchner from WLS will be contacted, also, for assistance. Ms. Brown noted that Greenburgh has a good plan that

could be used as a model. There was a discussion about including the community (via focus groups) and staff in the process. It was noted that an analysis of current usage data and how it compares to the WLS system and similar libraries would be essential. (To be included for follow up during the March meeting.)

11. There was discussion concerning the decline in Town of Cortlandt funding. Ms. Brown noted that Cortlandt funding overall has not increased in a number of years, and that the Town's per capita funding is not up to WLS standards. It was noted that Cortlandt circulation is presently only 8,000 out of 139,000 (5.8%) but was once significantly higher. It was suggested that aside from working with the Town of Cortlandt, the Library needed to develop a plan to draw in more Cortlandt/Lakeland residents, and as a result, increase the Library's share of the funding formula. Mr. Most had prepared a draft plan that he had shared with Ms. Brown and the Board officers; he will share it with the entire Board via email. (To be included for follow up during the March meeting.)

12. There was a discussion about the proposed State budget cuts to library funding. It was unclear about a course of action to protest the cuts given when the budget is ratified; Ms. Kelley will check with WLS about the timeline. (To be included for follow up during the March meeting.)

13. Ms. Brown noted that she received the \$5,000 "bullet aid" from the State.

14. Ms. Brown noted that Library personnel were unplugging the counter at the front door because of malfunctions. Though they have been instructed not to do this, it was strongly recommended that a device be put into place to prevent this from happening and that the staff be reminded that accurate counts are important for Library funding. (To be included for follow up during the March meeting.)

15. Ms. Kelley discussed the upcoming 2020 census and that the WLS anticipates libraries to be instrumental in assisting citizens in filling out their census forms. It appears that there will be an organized attempt on the part of the City to obtain maximum participation with the Library part of that plan.

16. Ms. Brown noted that students registering for school in the Peekskill School District will now receive forms for library cards. These forms will be forwarded to the Library for processing.

17. Members of the Nominating Committee will meet with Christopher Alexander at the earliest opportunity possible to discuss the position on the Library Board of Trustees. Mr. Most will contact him for an appointment, with the goal of having a written recommendation provided to the Board immediately afterward. If it appears that he will be voted in, then he will be asked to attend the next Board meeting.

18. Ms. Kelley moved to adjourn the meeting at 8.52pm. Second by Ms. Foster; unanimous in favor.