

The Field Library, Peekskill, New York

Board Meeting July 12, 2018

Present: Tina Romeo, Melinda Cosentino, Mary Foster, Karen Kelley, Sandra Smith, Alan Most (taking notes), Jennifer Brown, Library Director

1. The meeting was called to order at 7.01pm by Ms. Smith.
2. There was a presentation by Kevin Regan, Regan Agency, Inc, who oversees the library's insurance (such as contents, collections, liability, directors, employment practices, umbrella). He indicated that the library will have a new option for insurance entitled "By the Cover" through Brownyard as of the renewal date of September 1, 2018. He felt that this would be a good alternative to consider given that Utica (the current carrier) had not yet set its rate for the next year (he expects a 2-4% premium increase) and that they are hard to work with. The alternative carrier, Brownyard, will allow the Regan Agency to settle claims under \$50,000 with no third party adjuster. There is, also, an increase in coverage. Ms. Foster moved to accept a proposal to renew the library insurance with "By the Cover;" second by Ms. Kelley; unanimous in favor.
3. Minutes were adopted from the June 14, 2018 meeting. Ms. Foster moved to accept the minutes; second by Ms. Romeo; unanimous in favor.
4. A prospective new Board member, Barrington Scott, had been invited to the meeting (but did not come). Ms. Cosentino has a new neighbor who expressed interest in joining the Board; she will be asked to send her resume to Ms. Smith.
5. Ms. Brown indicated that the library received a \$35,000 unrestricted grant from the State of New York via Assemblywoman Sandy Galef; another \$5,000 was received as "Bullet Aid" via Senator Terrence Murphy. Ms. Brown has asked the Lothrop & Associates, who were responsible for the Hendrick Hudson Library children's room redesign, to submit a proposal for the library redesign at no charge. She hopes to have the proposal for the next Board meeting. Ms. Brown would, also, like to use \$2000 for the oversubscribed Spanish for English speakers class. There was discussion about adding a late afternoon children's program targeted to pre-kindergartners.
6. Ms. Brown indicated that the children's room will be painted in September. There was discussion about asking local Peekskill artists to contribute and creating a space for children's work.
7. Ms. Brown indicated that The Field Library will be receiving the Community Empowerment Award from the NAACP. She would like to invite the heads of each department plus a guest for total cost of \$900.00. There was agreement amongst the Board members that the library should pay only for the staff members and not guests.
8. Ms. Brown reviewed her meeting with City Hall staff regarding a construction grant. The City staff had already planned on renovating the building's bathrooms, and will create a grant to do so. This is being considered because it is the easiest to do given the time frame. The City staff is asking the library to pay 12.5% of the remaining cost of the bathrooms. There was agreement amongst the Board members that this was not acceptable. Ms. Brown indicated that she still needs to obtain a new SAMS number to apply for the State grant.

9. There was discussion about the lighting issues in the library and that the City has been unable to replace lightbulbs (some for almost two years). Ms. Brown noted that of the 84 lights, 20 to 30 were not working. There was discussion about replacing the current fixtures with LED lighting; Ms. Smith asked Ms. Brown to check to see if ConEd grant money was available.

10. There was a discussion regarding The Field Library Bookstore. Ms. Brown mentioned that two long time volunteers recently quit, and that the management of the store is becoming increasingly difficult. Mr. Most moved that the Board support Ms. Brown in closing the store by the end of 2018; second by Ms. Romeo; unanimous in favor.

Beginning in January 2019 Ms. Brown will collect donations at the library; they will temporarily be stored in the back of the library; members of the Friends of The Field Library will cull the books; Ms. Brown will rent a storage locker, and the books will be transported there by volunteers. The Friends of the Field Library will sponsor one or two book sales each year at the library.

11. Ms. Foster questioned the lack of revenue from the Town of Cortlandt. Ms. Brown indicated that the library's paperwork had been lost twice by Cortlandt and that she had just received an executed contract. The Field Library should be paid shortly.

12. The Board accepted the resignation of David Hallerman.

13. Ms. Brown indicated that the staggered investment program was proceeding as planned. There was discussion about reviewing the investments again in September.

14. Ms. Kelley was unable to attend the June Westchester Library Services Board Meeting. She did discuss the WLS' ED's Monthly Report. This highlighted a report/framework for how libraries are addressing shifting priorities and resources. She will obtain a copy of the report and share it with Ms. Brown prior to the next Board meeting, and then with the Board during the August meeting. She thought it might provide a framework for a strategic plan and suggested that a strategic plan subcommittee be considered.

15. Ms. Brown indicated that the RFP's for legal counsel should be returned by September 30 and that the Board would make a decision about hiring legal counsel on retainer by November 1.

16. Ms. Foster moved to adjourn the meeting at 8.51pm; second by Ms. Kelley; unanimous in favor.