

The Field Library, Peekskill, New York

Board of Trustees Meeting June 13, 2019

Present: Sandra Smith, Mary Foster, Tina Romeo, Ben Bloom, Christopher Alexander, Melinda Cosentino, Alan Most (taking notes), Library Director Jennifer Brown

Absent: Karen Kelley, Ann Douglas, Chris Vega, Councilwoman Patricia Riley

1. The meeting was called to order at 7.02pm by Ms. Smith.
  2. The May minutes were approved. Moved by Ms. Cosentino, second by Ms. Romeo, unanimous in favor.
  3. Ms. Brown indicated that the statistics provided by the Westchester Library System (WLS) appear to not reflect a full capture of the Library's true numbers, therefore providing lower than expected numbers. This appears to be a problem throughout the library system. Ms. Brown also noted that the label printers have stopped working and there is a problem with recording overdue fines. These problems have been occurring since mid March 2019 when the system was changed over. (Update to be included during the July meeting.)
  4. There was a discussion concerning the new human resources position, the need to treat the hiring in a manner similar to that of a director position, the need for second interviews, and for the Board to confirm Ms. Brown's recommendation following the second interviews. Ms. Brown and Mr. Alexander, as a representative of the Board, will conduct the interviews on June 17 and will write up a report. The Board will reconvene on Wednesday, June 19 at 7.00pm to vote on Ms. Brown and Mr. Alexander's recommendation. (Update to be included in the July meeting.)
  5. Ms. Brown indicated that she had not yet spoken to a representative of Chase Bank about matching the offer from Orange Bank. She was asked to have a decision by the July Board meeting (Update to be included during the July meeting.)
  6. Ms. Brown indicated that the planning for the Peekskill Film Festival is running smoothly.
  7. Ms. Brown indicated that she anticipates having the new circulation and reference desks installed late summer. She was asked to send an email to City Manager Leins with a cc to Councilwoman Riley confirming that per her arrangement with Brent van Zandt the City will be painting the Library walls behind the circulation desk just prior to the desks' installation; she was, also, asked to have the City provide a timeline. Friends of The Field Library will be paying for paint and supplies. (Update to be included during the July meeting.)
- Ms. Brown was also asked to request a rendering/drawing of the new desks. These will be used in social media and will be on display in the Library. (Update to be included during the July meeting.)
8. Ms. Brown noted that with Brent van Zandt leaving his position she has been having difficulty contacting the City regarding building issues. Most recently she dealt with an overflowing toilet and a fallen light fixture in the Children's Room. She was asked again to not only call to get a quick resolution, but to quickly document all incidents via email to City Manager Leins with a cc to Councilwoman Riley. (Update regarding the City's response to these two incidents to be included during the July meeting.)

9. There was a discussion concerning the Library hours. Ms. Brown noted that she did not know why the Library's hours are the way they are, including the summer hours. Moving to winter hours right after Labor Day would cost an additional \$2421.10. Ms. Cosentino moved that the Library return to winter hours after Labor Day; second by Mr. Bloom; unanimous in favor.

There was, also, discussion about revamping the hours for 2020. It was agreed that there should be strategic plan tied to programming and having the staff involved and informed.

10. There was a discussion about securing grants for the Library. It was noted that other non profits secure grants from a wide range of sources. Ms. Brown noted that at the present time Ms. Sitts applies for grants for children's programs and Mr. Cobb does the same for teen programs. Ms. Brown indicated that she does not have the staff to research and apply for new larger grants. It was suggested that in the future hiring a grant writer be considered.

11. It was noted that the Board needs a job description and perform an evaluation of the Executive Director. Ms. Smith asked that Board members send top three strengths and areas to strengthen, using the criteria of "meeting expectations" or "exceeding expectations."

12. There was a discussion concerning the 2020 budget and the possible staff reorganization. Ms. Brown was asked to provide the budget and final reorganization chart at the July Board meeting. (Update to be included in the July meeting.)

12. It was noted that the Board should perform a self-assessment.

13. Ms. Foster noted that she attended a meeting addressing effective use of social media. If there was interest she would inquire if the speaker would come address the Board, staff, and Friends.

14. Mr. Most noted that he would like to discuss at the next meeting a complete redesign of the Children's Room. With the new children's reference desk on hold because of cost overruns for the adult room's desks, it was felt that a comprehensive plan could be used as a core fundraising goal by Friends of The Field Library. (Mr. Most asked that this item be placed on the July agenda.)

15. Ms. Cosentino and Mr. Alexander discussed their attendance at a meeting addressing the Open Meetings Law. They noted that though there are no laws that govern our association library, we appear to be in compliance with those laws, anyway.

16. Mr. Most moved to adjourn the meeting at 8.55pm; second by Ms. Smith; unanimous in favor.