

The Field Library, Peekskill, New York

Board of Trustees Meeting, May 9, 2019

Present: Sandra Smith, Karen Kelley, Mary Foster, Ann Douglas, Tina Romeo, Chris Vega, Joe Galella, Melinda Cosentino, Alan Most (taking notes), Library Director Jennifer Brown

Absent: Ben Bloom, Christopher Alexander

1. The meeting was called to order at 7.00pm by Ms. Smith.
2. The April minutes were approved. Motion by Ms. Foster, second by Mr. Galella, unanimous in favor.
3. As a follow up to the April meeting Ms. Brown discussed the proposal from Orange Bank to move the Library's accounts. Ms. Brown has, also, spoken with Bank of America and will have an update next month (Update to be included in the June meeting.)
4. As a follow up to the April meeting Ms. Brown noted that the four libraries affected by the Town of Cortlandt funding met to discuss a strategy to encourage an increase in funding. Pat Hallinan from Yorktown will be taking the lead and it was expected that a presentation will be made to the Town of Cortlandt Board in July. It was recommended that Board members attend this meeting. (Update to be included in the June meeting.)
5. As a follow up to the April meeting Ms. Brown noted that Chris Fox, the new director of the Peekskill Film Festival, has access to everything he needs to move the Festival forward. Mr. Fox and two colleagues will be meeting with Friends of The Field Library on May 23 to discuss how the Friends can assist the Festival. (Update to be included in the June meeting.)
6. As a follow up to the April meeting, Ms. Brown presented the quotes for the new adult circulation and reference desks, the children's reference desk, and the associated electrical work.

There was surprise that the quote for the furniture was substantially higher than the proposed budget and their representative, Danielle Sepp, did not communicate pricing to Ms. Brown until the very end.

A third proposal for electrical work came from Burchetta Electric. Ms. Brown felt that given their slightly lower price than Keating Electric, the attention to detail regarding the estimate, and their recommendations, that they be hired to complete the electric work.

A motion was made by Mr. Most to reconfigure the project by eliminating the children's reference desk from the project. Furthermore, any cost overages above the \$35,000 originally allocated for the project will come from the Library's accounts. Second by Ms. Foster; unanimous in favor.

Since no new wiring will be needed for the children's reference desk, Ms. Brown was asked to have Burchetta Electric recalculate its estimate.

Mr. Most noted that Friends of The Field Library offered to donate \$500 in paint and supplies for the painting of the wall behind the new circulation and reference desks (and possibly adjacent walls). Ms. Brown is coordinating this with Brent van Zant in the Peekskill Department of Public Works. Ms. Douglas will work with Ms. Brown to determine the color.

Since the children's reference desk will not be replaced, a full design of the children's room was discussed. Mr. Most noted that this could be a focus of the Friends of The Field Library fundraising efforts, and that with a plan in place, improvements could be made incrementally as money becomes available.

(Update to be included in the June meeting.)

7. There was discussion concerning the creation of two new positions: Part Time Human Resources Generalist; and Part Time Library Assistant.

It was agreed that Ms. Brown should proceed with hiring the Part Time Human Resources Generalist with the following changes: change the title to "Administrator;" add the need for prior experience; and increase the hours to 20 hours/week.

Discussion concerning the Part Time Library Assistant position was held during an Executive Session.

8. Ms. Brown noted that children's circulation is up 8%, while adult circulation is down 5%; the Library Bookstore lost only \$200 during the first quarter (the slowest time for retail sales); expenses and revenues are better than budget; and that the Library received a \$1300 grant for STEM programs.

9. Ms. Kelley initiated a discussion regarding the Library calendar. She questioned why the Library is closed on specific holidays when children and adults are home and the Library should be busy. It was noted that the Library is closed when the City is closed; however, it was noted that the Library is open on Saturdays and Sundays (when the City and City activities within the building are closed).

10. Ms. Foster noted that she had an article about the City of White Plains redesigning its library plaza. She offered to share this with the Board and Ms. Brown. It was noted by Ms. Brown that a new State law prohibits smoking within 100 feet of a public library. However, she was uncertain how the City would enforce this.

11. The Board moved to Executive Session.

12. Mr. Vega moved to adjourn at 8.40pm; second by Ms. Cosentino; unanimous in favor.