

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 NOVEMBER 17TH, 2022

Present :

Sandra Smith – President	Christopher Alexander – Trustee
Alan Most – Vice President	Patricia Riley – City Liaison
Mary Foster – Treasurer	Dan Grossman – Friends of Library
Melinda Cosentino – Trustee	Jennifer Brown – Executive Director
Tina Romeo - Trustee	Debbie Grimshaw – Guest (via Zoom)
Benjamin Bloom – Trustee	Suzanne Merkin – Guest
Trevor Noble – Trustee	
Joseph Galella – Trustee (via zoom)	

Absent/Excused:

Karen Kelley – Trustee
Ann Douglas – Secretary

Meeting called to order by Sandra Smith at 7:01 p.m.

Adoption of Minutes

Subject to correction to Minutes of meeting the October 20, 2022,

Section: WLS Report, third sentence to read, “Construction grants have been awarded for the current year. To be considered eligible in the next round, we have to have an executed lease with the City of Peekskill”

On a motion made by Tina Romeo and seconded by Melinda Cosentino, the Minutes of the regular meeting of the Board of October 20, 2022, were accepted.

PUBLIC COMMENTS:

No comments were received from the public.

PRESIDENT REMARKS:

President Sandra Smith shared the following:

1. Staff and Board Members are to be aware of their responsibility to avoid any actions, language or behaviors that can be construed as discriminatory or

prohibited according to federal and state guidelines, since the Field Library as a whole can be subjected to a discriminatory claim.

2. The Nominating Committee would need to present a clear set of rules to ensure elections are conducted with integrity and precision.

REPORTS:

1. Director's Report Highlights

- a. The results of the recent vote, it was noted that the pandemic did not negatively affect the vote to increase the Budget. According to the statistics, this has been the highest vote to date
- b. Annual sexual harassment training for Board of Trustees is not part of the required Continuous Library Education for Board members per state requirements.

2. Committee Reports

- a. Finance
 - i. Revenue and expenses are on target with respect to the Library's budget allocations
 - ii. An Investment policy needs to be developed
- b. WLS Update
 - i. The Executive Director provided an update on the status of the Mt. Vernon Library and the actions taken by New York State
- c. Audit Committee
 - i. Financial policies and practices, as recommended by the Auditors, are being implemented.
- d. Friends of the Library

Reported that there is no new report to be provided
- e. Governance
 - i. Continues work on reviewing policies
- f. Facilities
 - i. To be revived
- g. Human Resources
 - i. To be formalized with a scope of reference to be determined
- h. Nominating Committee

- i. For the next meeting consideration would be placed on how the continuous library education requirement would be managed
- ii. For 2023, a schedule of sub-committee Meeting dates and minutes to be formalized.

- i. Strategic Planning
 - i. To meet and assess the milestones
 - ii. To consider changes to be made for the next 2 – 5 years

3. New Business

- a. Annual Holiday Event would be held on December 9th at 6:00 p.m.
- b. Staff Bonus –
 - i. On motion moved by Christopher Alexander and seconded by Melinda Cosentino to approve the proposal submitted by Executive Director for a Bonus payment in the total amount of \$3,200 to be made to staff in the form of the amazon gift cards, passed unanimously.
- c. Holiday and closing schedule for 2023,
 - i. On motion moved by Mary Foster and seconded by Christopher Alexander, the holiday and closure schedule for 2023, passed unanimously.
- d. Vacation and Leave of absence Policy
 - i. On motion moved by Christopher Alexander and seconded by Tina Romeo, to accept the proposed leave policy ***with the exception of the Bereavement Leave Policy Section 3, Paragraphs a – d.*** passed unanimously.

Adjournment:

There being no further business, on motion by Melinda Cosentino and seconded by Christopher Alexander, Board unanimously agreed, to enter into Executive Session to discuss real estate, at 8:00 p.m.

Minutes Recorded and Submitted by
Christopher Alexander