

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 SEPTEMBER 23RD, 2021

Present :

Sandra Smith – President

Karen Kelley – Vice President

Mary Foster – Treasurer

Melinda Cosentino – Trustee

Tina Romeo - Trustee

Benjamin Bloom – Trustee

Joseph Galella – Trustee (via zoom)

Christopher Alexander – Trustee

Patricia Riley – City Liaison

Dan Grossman – Friends of Library

Jennifer Brown – Executive Director

Absent/Excused:

Alan Most – Secretary

Ann Douglas

Meeting called to order by Sandra Smith at 7:10 p.m.

Adoption of Minutes:

On a motion made by Tina Romeo and seconded by, the Minutes of the regular meeting of the Board of Trustees of August 19th, 2021 were accepted.

PUBLIC COMMENTS:

No comments were received from the public.

REPORTS:

1. Director's Report

- a. Since pre-pandemic shut-down, Field Library to resume Sunday openings with effect from September 26th.
- b. Electrical – Full power restored
- c. Alarms – remains an outstanding matter with the City
- d. Executive Director's email address has been changed in keeping with WLS IS/IT infrastructural changes
- e. As a follow up to water damage in children's Library insurance covered the mold remediation cost. Since coverage for shelving was excluded from the insurance plan, there was no coverage
- f. Bids for shelving were returned. Formal board approval would be sought for authorized spending based on the amount.
- g. Roof concerns still outstanding

- h. Children's Room benefitted from a \$25,000 grant from State Representative Sandra Galef who distributed cheques to libraries within her district.
- i. STEM Lab – Children's Room Remodeling: Subsequent to 2019 Board Approval, bids have been returned for the reference & circulation desk replacement
- j. There is a serious shortage of Librarians. To fill the gap, the Executive Director has had to cover additional areas and shifts. Job postings continue for substitute Librarians.

2. Committee Reports

- a. Finance
 - i. Committee Chair Mary Foster reported finance is in a good place without the Library being in a negative balance.
 - ii. Finance Committee meeting scheduled for October 17th
 - iii. Review and comparisons for next year's budget are in progress
- b. WLS
 - i. Since June's meeting the WLS Board would be meeting later in September
 - ii. Service level agreements relatively satisfied. This has to be passed by October 1st
 - iii. Given the service costs relative to IS/IT services, the Field Library would be using the fieldlibrary.org domain. If any Trustee is desirous of have an email address with FieldLibrary.org, the Executive Director should be so informed. Current email addresses can be used until end of 2022. Friends of the Library Committee can also avail itself to an email address accordingly.
 - iv. On the question of a possible hire to manage the website with necessary updates, a proposal has to be submitted to the Board for future consideration.
- c. Audit Committee
 - i. Results of 2020 audit have not been received
- d. Friends of the Library
 - i. There has been a decrease in attendance since the last meeting
 - ii. Participated in the Hudson Valley Irish Festival
 - iii. Chester Smith Dinner postponed until 2022 due to COVID
- e. Governance
 - i. Strategic Planning document was completed. Thanks extended to all who participated, especially staff and Board members
- f. Nomination
 - i. Deferred to Executive Session

3. New Business

- a. Service Level agreement completed with WLS. There is a 4% increase in the amount of \$75,000
 - i. On motion made by Benjamin Bloom and seconded by Tina Romeo, requesting approval for Executive Director in enter into service agreement with WLS, passed unanimously
- b. Approval for the purchase of shelving to replace damaged shelving in Children's room was requested
 - i. On motion made by Tina Romeo and seconded by the Karen Kelley, requesting approval for the purchase of shelving in the amount of the \$15,000, which represents the balance after \$25,000 donation, to come out of the operating costs budget, passed unanimously
- c. Children's Room Reference Desk Upgrade
 - i. On motion made by Mary Foster and seconded by Melinda Cosentino, request for upgrade passed unanimously
- d. Electrical costs upgrade
 - i. On motion made by Mary Foster and seconded by Joseph Galella, requesting approval for payment of electrical costs upgrade in the amount of the \$15,000 passed unanimously. Vendor guaranteed the 1st week of November for completion
- e. Executive Director's Performance Appraisal
 - i. The Board has directed the completion of the Executive Director's performance appraisal.
 - ii. Committee consists of
 1. Christopher Alexander - Chair
 2. Karen Kelley
 3. Mary Foster
 4. Benjamin Bloom
 5. Sandra Smith

Adjournment:

There being no further business, on motion by Tina Romeo and seconded by Mary Foster, Board unanimously agreed, to enter into Executive Session at 8:05 p.m.

Minutes Recorded and Submitted by
Christopher Alexander