

The Field Library, Peekskill, New York

Regular meeting of the Board of Trustees, October 17, 2019

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

1. Ms. Smith called the meeting to order at 7.00pm.
2. Ms. Kelley moved to approve the September minutes; second by Mr. Galella; unanimous in favor.
3. Ms. Brown discussed the change in the election law. It will necessitate securing signatures to place the library budget on the ballot during a shorter and earlier time period.
4. Ms. Brown discussed the delay in the arrival of the new reference and circulation desks. The City painters and the electricians will need two weeks notice prior to delivery. (FOR NOVEMBER MEETING: Update regarding furniture installation.)
5. Ms. Brown indicated that the new human resources administrator may need more hours to complete her job responsibilities. (FOR NOVEMBER MEETING: Ms. Brown was asked to define the additional tasks/current tasks that would require more hours.)
6. Ms. Brown indicated that an audit was not legally required. However, what was discussed was that an audit would be necessary when the library applies for grants. A motion was made by Mr. Galella for bids to be solicited for an audit; second by Mr. Bloom; unanimous in favor. (FOR NOVEMBER MEETING: Update regarding audit bids.)
7. Ms. Brown reiterated the need for Trustees to actively promote the passage of the library budget on November 7. Mr. Most asked that Ms. Brown prepare key talking points for Trustees.
8. Ms. Brown left the meeting at 7.30pm.
9. There was a discussion of organizational structure, the need for the second in charge to occasionally attend Board meetings and make presentations, the need for a third in charge to supervise the library when the first two are not available, and a protocol for emergencies.
10. There was a discussion regarding the standing committees.
 - It was decided that the Building Committee and Ms. Brown should meet with City head of Department of Public Works, Dave Rambo, asap to discuss State construction money. (FOR NOVEMBER MEETING: Update.)
 - The Governance Committee should provide direction for committees.
 - Committees should meet on a regular basis.
11. There was a discussion regarding the need for the library to seek more grant money and work with a grant writer. Ms. Kelley offered to check with Westchester Library Services. (FOR NOVEMBER MEETING: Update.)

12. Ms. Foster moved that the Board move to Executive Session; second by Ms. Kelley; unanimous in favor.

13. Ms. Kelley moved that the Board adjourn the Executive Session; second by Ms. Foster; unanimous in favor.

14. Mr. Most moved to adjourn the meeting at 8.52pm; second by Ms. Foster; unanimous in favor.