

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD ON THURSDAY NOVEMBER 7, 2019

Present :

Sandra Smith – President	Christopher Vega - Trustee
Karen Kelley – Vice President	Benjamin Bloom - Trustee
Mary Foster – Treasurer	Christopher Alexander - Trustee
Melinda Cosentino - Trustee	Patricia Riley – City Liaison
Ann Douglas - Trustee	Jennifer Brown – Executive Director

The meeting was called to order by Sandra Smith at 7:08 p.m.

Adoption of Minutes:

On a motion made by Benjamin Bloom and seconded by Karen Kelley, the minutes of the regular meeting of the Board of Trustees of October 17, 2019, were accepted unanimously.

REPORTS:

1. Director's Report

- a. **Furniture Installation** – The desks were done and ready to be installed. This is projected for a full week early in January 2020.
- b. **Extra Time Off Policy** to be effective January 2019
- c. **Voting Leave Policy** as mandated by New York State law is with attorneys
- d. **Holiday Bonus** –
 - i. On motion made by Benjamin Bloom and seconded by Karen Kelley, for staff to be given amazon gifts cards in the amounts as proposed by the Executive Director,
7 in favor, 1 against. Motion carried
- e. **Staff Holiday Party** (Wednesday December 11, 2019) – An invitation was sent via email to all Board Members to attend. Amazon cards to be distributed to staff members on that day
- f. **Statistics** – the Field library has increased in its rankings in the Westchester County Library System. The 2018 Annual Report was provided for Board members to review.

2. Treasurer's Report

- a. The Bookstore remains viable and is making a profit
- b. The report from the Film Festival is still to be concluded
- c. The Friends would be deciding shortly on the amount to be donated to the Library
- d. The Library's portfolio remains stable

3. WLS Report

- a. The Annual meeting would be held on November 21st and Board Members are encouraged to attend
- b. Subsequent to the recent IT problems, an audit has been initiated

4. Finance/Audit:

- a. The auditor has been contacted and a brief is expected to be prepared for January

5. Facilities:

- a. Ms. Brown to reach out to Dave in City Administration to schedule a review of outstanding issues

OLD BUSINESS:

1. **Children's Room Renovation** – Members present received and considered a presentation by Alan Moist which included the renovation of the Children's Room.
2. **Strategic Plan** – In respect of the suggestion provided by Alan Moist's presentation, Ms. Brown provided a master plan by the Greenburg Library System which could serve as a template for our project. This would avoid the hiring of a Consultant.

NEW BUSINESS:

1. **2020 Budget:** A motion was made by Mary Foster and seconded by Karen Kelley, to accept the 2020 Budget presentation by the Executive Director which shall raise the revenue by \$75,000.00 for a total contribution of \$1,178,000.00 from the City of Peekskill (an increase of 6.4% over the previous fiscal year).

Unanimous in favor.

2. The Downtown Revitalization Initiative (DRI)

- a. Further to discussions on this initiative and the potential opportunities, a motion was made by Christopher Alexander and seconded by Benjamin Bloom for Mary Foster to Chair a special DRI Project Committee, which would include Karen Kelley, interested Board members and any other expertise deemed necessary by the Committee Chair.

Unanimous in favor.

- b. DRI Proposal to be submitted as per the December 6 deadline

OTHER BUSINESS:

1. **Complete Census Count** – Ms. Brown informed that she has initiated training opportunities for staff in preparation for the upcoming Complete Census count. Additionally, the Library would be hosting public workshops as well as facilitating a job fair for census takers.
2. **Facility issues** – the elevator broke down again this week

3. **Senator Peter Harkham** is scheduled to visit the Library on December 2nd at 12:00 noon

At 8:45 p.m., on motion made by Christopher Alexander and seconded by Karen Kelley to enter into Executive Session, all in favor.

Adjournment:

There being no further business, the meeting was adjourned at 9:06 p.m.

Next meeting date of Regular Board of Trustees – Thursday December 12, 2019

Minutes Recorded and Submitted by
Christopher Alexander