

The Field Library, Peekskill, New York

Board of Trustees Meeting September 13, 2018

Present: Sandra Smith, Karen Kelley, Ann Douglas, Mary Foster, Melinda Cosentino, Jennifer Brown,
Library Director

1. The meeting was called to order at 7:07 by Ms. Smith.
2. Ms. Consentino moved to approve the August 2018 minutes; second by Ms. Douglas; unanimous in favor.
3. There was a discussion regarding Ms. Brown's proposal to revise the Library code of conduct (per her document included in the September Board packet). Mr. Most moved to adopt the revision of the Library code of conduct as proposed by Ms. Brown per the document in the Board packet; second by Ms. Foster; unanimous in favor.
4. There was a discussion regarding extending the children's room hours to accommodate working parents. All agreed that this made sense, but Ms. Brown indicated that the current budget cannot allow for more than an extra half hour on Thursday. All agreed that a goal should be to extend the hours all days during the work week. Ms. Douglas proposed the idea of providing more homework assistance for the children via tutors. Mr. Most noted that retired teachers may be willing to do this.
5. There was a discussion about the bookstore in light of Maria Angelini's letter to Jennifer Brown proposing a plan to keep The Field Library bookstore open (included in the September Board packet). Ms. Brown and Board agreed that Ms. Angelini's plan did not take into account the bookstore's monthly expenses, nor the fact that no one wants to manage store after she may decide to stop doing so. The Board reaffirmed its support of Ms. Brown to close the store at the end of December 2018. She will notify Ms. Angelini and the other volunteers on October 1 about the closing; she would, also, invite them to join Friends of The Field Library and assist with future book sales.
6. There was discussion about the Library being used as an election polling station. Extra costs were incurred because of the additional hours needed for a security guard. Also, Ms. Brown was notified at the very last minute that the Library would be used. The Board asked Ms. Brown to bill the City for the additional security costs.
7. Ms. Brown, Ms. Foster, and Ms. Kelley met with Mayor Rainey and City Manager Leins regarding the ongoing problems with the Library building and the condition of the Library plaza. Mayor Rainey and Mr. Leins were surprised by the high Library usage. Mr. Leins committed to: the repair of the roof (which leaks badly during heavy rainstorms); deal with boiler issues (it was noted that the boilers must to be working consistently during cold weather if the building is to be used as a warming station); create a schedule for cleaning the carpet; and collaborate with the Library on the plaza landscaping. To insure better communication between the Library and City government, Councilwoman Patricia Riley will serve as a liaison to the Library Board. Also, Mr. Leins asked that he be carbon copied on all of Ms. Brown's correspondence to department heads.
8. Ms. Kelley discussed Westchester Library Services 's tools for creating a strategic plan. Ms. Brown noted that consultants are typically hired to help a library develop a plan. Ms. Kelley offered to ask

Terry Kirchener from WLS to come to the next Board meeting to discuss the development of a strategic plan.

9. In a review of the monthly operating expenses, Ms. Brown noted that Entergy will be providing an \$8000 grant on behalf of the Peekskill Film Festival.

10. There was a discussion about requesting Board members to confirm in advance whether or not they will be attending the upcoming meeting. Ms. Foster recommended that we allow Board members to phone in. This would better insure a quorum. Board members were asked to continue to seek new Board members so as to avoid the State making an appointment.

11. A motion was made by Mr. Most to adjourn the meeting at 8:50pm; second by Ms. Kelley; unanimous in favor.