

The Field Library, Peekskill, New York

Board of Trustees Meeting January 10, 2019

Present: Karen Kelley, Mary Foster, Ann Douglas, Tina Romeo, Ben Bloom, Sandra Smith (by phone), Alan Most (taking notes), Jennifer Brown, Library Director, Councilwoman Patricia Riley (liaison to The Field Library Board of Trustees), Christopher Alexander (guest)

1. The meeting was called to order at 7.00pm by Ms. Smith.
2. A motion was made by Ms. Foster to appoint Mr. Ben Bloom to The Field Library Board of Trustees. Second by Ms. Kelley; unanimous in favor.
3. Ms. Brown discussed the need to implement a new earned sick leave policy. A motion was made by Ms. Foster to adopt the Westchester County sick leave policy labelled "Scenario One" in the December 2018 Director's Report; there will be no carry over of sick leave for part time employees. Second by Ms. Kelley; unanimous in favor.
4. Ms. Brown noted that the Bullet Aid from New York State and State Assemblywoman Sandy Galef's house was received. However, the \$5,000 from former New York State Senator Terrence Murphy was never received. Ms. Brown will contact Senator Murphy's replacement, Pete Harkham, about the missing funds.

On a related note, Ms. Brown indicated that she has contacted Lothrop Associates (who are helping design the new circulation desks) about meeting with her and the area heads to determine the needs and subsequent design of the two desks.

5. Ms. Brown noted that the 4th quarter payment from the City of Peekskill was never received. It was agreed that Ms. Brown needs to contact the City Comptroller again in writing and cc City Manager Richard Leins and Ms. Riley. It was recommended that Ms. Brown include the schedule for future payments to the Library.

On a related note, it was pointed out that if the City's payment had been made in time, the Library budget expenditures would be under \$30,000.

6. Ms. Brown noted that the elevator in the Neighborhood Center is broken and that it will take two to three months to fix. Ms. Riley noted that the City is fast tracking this project, but indicated that the broken part needs to be manufactured specifically for this elevator.
7. Ms. Brown noted that two new employees were hired for the children's room for its new expanded hours. One person has a background in social media. There will be a "soft opening" in February and a "hard opening" in March.

On a related note, thanks to a contribution from Friends of The Field Library, the "Teacher in the Library" program will be expanded to Monday, Tuesday, and Thursday from 4.00-6.00pm. The new staff members will be bilingual.

It was recommended to Ms. Brown that the Library produce a flyer for the Peekskill and Lakeland schools (that serve Cortlandt residents) outlining the expanded children's room hours and expanded

Teacher in the Library program. The objective is to provide a handout that would go to teachers and home with the students and then be given to the parents.

8. Monthly statistics were reviewed and it was noted that children's circulation has increased. Ms. Brown was asked to locate and present comparative data with the County overall and libraries with similar populations.

9. Ms. Kelley, the representative to the Westchester Library Services (WLS), noted that there was no December 2018 meeting. She did discuss the status of the 2020 census and that Terry Kirchner, Director of the WLS, will be meeting with the County to discuss how the WLS and individual libraries can assist in providing a more accurate count.

There was a discussion about whether or not the City of Peekskill's census population is already undercounted. This was based on the 6,000 plus votes the Library budget received in 2018 relative to the 2010 census and subsequent estimates.

10. Ms. Brown and Mr. Most will be meeting with prospective Board of Trustees member, Christopher Vega. They will report back to the Board after the meeting.

11. There was discussion around the creation of an orientation package, to be updated annually, for new Board of Trustees members. This would include items such as: the last budget; by-laws; list of Board members and contact information; handbook; staff member list; The Field Library articles and press releases; and a list of Library programs.

12. There was a discussion concerning terms for Board members.

13. There was a discussion about each Board member serving on at least one of four standing committees: nominating; governance; audit; and finance. Each Board member was asked to send his/her choices to Ms. Smith.

14. There was a discussion concerning Ms. Brown's goals and objectives for 2019. She was asked to present these at the February 2019 Board meeting.

15. There was a discussion concerning the WLS construction grants. It was noted that last year the process to apply for the grant began late in the season and there were subsequent issues with the City. Ms. Brown reiterated that the grant cannot be used for paint or flooring, but could be used for projects such as bathroom renovation and roof repair. Ms. Riley said that she would set up a meeting asap with the City Manager to discuss.

16. There was a discussion about the possibility of moving the Board meeting to a later date in the month; this would allow Ms. Brown to present an analysis of the statistics (which presently arrive shortly before the Board meeting on the second Thursday of the month). It was agreed to leave the Board meeting at the second Thursday of the month.

17. Ms. Brown provided a series of meeting room policies from other libraries. Ms. Smith asked that Board members review the policies and send her and Ms. Brown those which they feel should be included.

18. Ms. Kelley moved to adjourn the meeting at 8.26; second by Mr. Most; unanimous in favor.