

The Field Library, Peekskill, New York

Board of Trustees Meeting March 14, 2019

Present: Sandra Smith, Mary Foster, Ann Douglas, Melinda Cosentino, Chris Vega, Ben Bloom, Christopher Alexander (voted in as member of the Board of Trustees), Alan Most (taking notes), Councilwoman Patricia Riley, Library Director Jennifer Brown.

Absent: Joe Galella, Tina Romeo, Karen Kelley

1. The meeting was called to order at 7:10 pm by Ms. Smith.
2. The February minutes were approved (with no spelling errors or corrections). Moved by Mr. Bloom; second by Ms. Foster; unanimous in favor.
3. A motion was made by Mr. Most to ask Christopher Alexander to join The Field Library Board of Trustees; second by Ms. Foster; unanimous in favor.
4. Ms. Brown noted that the new Westchester Library System, Evergreen, is having some problems. This includes holds not working correctly.
5. Ms. Foster discussed the Library's tax return. She reviewed the policies on the 990 form, including a question about endowment funds. The Library's book keeper felt that the Library may not need an audit; she is researching.
6. A motion was made by Ms. Cosentino to approve the tax cap resolution as presented in the March Director's Report; second by Ms. Foster; unanimous in favor.
7. There was a discussion around the 2020 budget. Ms. Brown is seeking a \$75,000 budget increase. After utilizing the past few increases to boost salaries with the objective of making them comparable to other Westchester County libraries, Ms. Brown's objective is now to increase the number of items purchased for circulation and increase the Library's programs. Ms. Foster noted that changes need to be made to reflect the changes in the City. The proposed budget may also reflect staffing changes. (Update to be included during the April meeting.)
8. Ms. Brown is anticipating that the new circulation desk will be installed in June. The Library will need to go "off line" and will need to close during the installation; she is unsure as to how long this will take. (Update to be included during the April meeting.)
9. There was a discussion about the Town of Cortlandt funding. Ms. Brown indicated that the four affected libraries will be coordinating efforts to present to the Town of Cortlandt the need to increase its overall funding. Ms. Brown reiterated that the four libraries have an agreement not to solicit Cortlandt residents for their own libraries; however, Ms. Riley noted that the Yorktown Hart Library had a presence in her former elementary school, George Washington (which draws about half of its students from Cortlandt). (Update to be included during the April meeting.)
10. There was a discussion about security and a disaster plan. Ms. Brown indicated that this has been on hold until police officers first receive the training. Mr. Vega will work with Ms. Brown on this. There was, also, discussion about continuing security issues in the Library and in the building. Mr. Vega had

several suggestions that would need to be addressed with the Police Department. (Update to be included during the April meeting.)

11. A motion was made by Ms. Cosentino to adopt the Earned Sick Leave policy as presented in the March Director's report; second by Mr. Bloom; unanimous in favor.

12. There was a discussion about closing the Library during extreme weather conditions and when the City closes the building. Ms. Riley will find out the procedure by which the Library should be notified of closings. (Update to be included during the April meeting.)

13. There was discussion about the Library's long range plan. Ms Brown noted that the Greenburgh Library did its own plan but it has larger staff than The Field Library. The question arose as to whether the Library has the money to hire outside consultants to assist in developing the plan. (Update to be included during the April meeting.)

14. There was discussion about the statistics provided by the Westchester Library System. Ms. Foster asked if Ms. Brown could compare The Field Library data to WLS as a whole and select similar libraries. She also asked if descriptions could be added to the category titles, such as Freegal. (Update to be included during the April meeting.)

15. Related to a discussion about the drop off in young adult attendance, Ms. Brown noted that the new teen library, Milton Cobb, has done substantial outreach to the Youth Bureau and Middle School. However, his supervisor and he never developed objectives when he was hired; he is now developing them with Ms. Brown. Programs have been scheduled for April through the summer. (Update to be included during the April meeting.)

16. Ms. Brown noted that The Field Library bookstore earned a profit in the last quarter of 2018. The store manager, Maria Angelini, feels that the store will "do okay" for the first quarter of 2019. Ms. Brown said that Ms. Angelini is been kept apprised of expenses and income. (Update to be included during the April meeting.)

17. A motion was made by Ms. Cosentino to adopt the meeting room policy as presented in the March Director's report; second by Mr. Most; unanimous in favor.

18. There was no WLS report this month.

19. A motion was made by Ms. Cosentino to adopt the Library annual report as presented in the March Director's report; second by Mr. Alexander; unanimous in favor.

20. A motion was made by Mr. Most to adjourn at 9.00pm; second by Ms. Cosentino; unanimous in favor.