

The Field Library, Peekskill, New York

Board of Trustees Meeting January 9, 2019

Present: Karen Kelley, Mary Foster, Ann Douglas, Melinda Cosentino, Tina Romeo, Ben Bloom, Christopher Alexander, Alan Most (taking notes), Councilwoman Patricia Riley, Library Director Jennifer Brown.

1. Ms. Kelley called the meeting to order at 7.00pm.
2. Ms. Foster moved to adopt the December 2019 minutes; second by Mr. Bloom; unanimous in favor.
3. Ms. Foster discussed the library's grant application for a Downtown Revitalization Initiative (DRI) grant. She noted that the DRI and the library's grant application had been discussed at length at Monday's City Council work session and viewed positively. Subsequently, she, Ms. Kelley and Ms. Brown with Mayor Rainey and City Manager Leins to discuss the grant application. Mayor Rainey indicated that the library grant and expansion was one of this top three priorities; it was also recommended that the requested amount be raised from \$500,000 to \$1million. It was also confirmed that the City would bond an expansion project. It was recommended that each Board member send an email to each City Councilperson and those members of the DRI committee that they know urging support of the library's application. Mr. Most indicated that he would quickly send an email to the Board with the names and emails of the Councilpeople, and a list of the DRI committee members.

Ms. Foster suggested that the Board create a library expansion working group once money is allocated for the project.

4. Ms. Brown noted that some unexpected problems arose with the installation of the new circulation desk. It was unclear if the interior designer or manufacturer was at fault with the design. She was in touch with the interior designer, who in turn was in contact with the manufacturer. It was recommended that Ms. Brown deduct the amount owed to the electrician for the additional work from the remainder owed to the manufacturer.

Ms. Brown also noted that the City is billing the Library for the painting at \$46/hr. All present were very surprised as the City is responsible for the painting of the interiors, and the library had never paid for any previous painting. Friends of The Field Library had committed to paying for paint and supplies, but she never received a bill for these items. Councilwoman Riley said that she would immediately contact the City Manager to discuss this apparent error.

5. Ms. Brown noted that the meeting with State Senator Harckham (also attended by Alan Most, Karen Kelly, Mary Foster, Jody Sitts, and Nora Mulligan) went very well. She felt that he was very interested in supporting the library. Senator Harckham noted that there are several funding sources for which the library would be eligible and provided the point of contact in his office. Because the library is a 501c3, he felt that the funds might have to be funneled through the City.

6. Ms. Brown indicated that she emailed Jody Sitts and Nora Mulligan a link to the Greenburg library strategic plan, which will be used as a model. She also mentioned that she has purchased books that specifically deal with library strategic plans. The development of the strategic plan will begin when the renovation is complete (in late January).

7. Ms. Foster indicated that there are no surprises in the financial report. One item of note is the large decrease in income from overdue fines (as they were eliminated).
8. Ms. Kelley noted that Terry Kirchner from the Westchester Library System has had experience with construction projects and may be willing to provide advice. Ms. Kelley, also, noted that WLS has hired a census expert who will train library staff on how to help citizens fill out their on line forms. She indicated that the City is just starting to discuss a "full count committee" and plan for the census.
9. There were no committee reports.
10. Mr. Alexander noted that the Library Director's evaluation was executed on December 16, 2019. Mr. Alexander was thanked for the tremendous amount of work he put into developing and executing the evaluation.
11. Mr. Most moved that the Board go into Executive Session at 8.00pm. Second by Ms. Cosentino; unanimous in favor.
12. Mr. Most moved that the Board exit Executive Session at 8.59pm. Second by Ms. Cosentino; unanimous in favor.
13. Mr. Most moved that the meeting by adjourned at 9.00pm. Second by Ms. Cosentino; unanimous in favor.