

The Field Library, Peekskill, New York

Board Meeting May 10, 2018

Present: Mary Foster, Sandra Smith, Tina Romeo, Ann Douglas, Karen Kelley, Alan Most (taking notes),
Jennifer Brown Library Director

1. The meeting was called to order at 7:07 pm by Ms. Smith.
2. Minutes were adopted from the April 12, 2018 Board. Ms. Foster moved to adopt the minutes; second by Mr. Most; unanimous in favor.
3. Ms. Brown discussed a change to the summer library hours to make them standard and less confusing to patrons.
4. Ms. Brown discussed the hiring of substitute clerks. She indicated that this would not add any cost and by taking pressure off the other staff, would build morale.
5. Ms. Brown indicated that the collection of signatures needed to put the Library budget on the November 2018 ballot was ahead of last year at this time. Board members and members of the Friends of the Field Library have been asked to help collect signatures. A total of 472 valid signatures are needed. Ms. Romeo learned that signatories do not have to be registered voters but do need to be Peekskill residents.
6. Ms. Brown indicated that on April 23 there was an incident at the library and the police were called. There was discussion about whether the Library guard acted properly.
7. Ms. Brown indicated that a check lost in 2016 was located when furniture was being moved. The check was dated June 10, 2016; Arts Westchester, which issued the check, was first notified of the lost check by the Library's former book keeper on November 3, 2016. The check was reissued and deposited in December 2016.
8. A resolution was passed authorizing the Board President or Secretary to sign any Library check greater than \$5,000. Ms. Kelley moved to adopt the resolution; second by Ms. Foster; unanimous in favor
9. There was an extended discussion of the proposed 2019 Library budget. It was suggested that line 6030 be changed to "contract services." The high legal costs this past year were discussed; in light of them, Ms. Foster suggested that Ms. Brown examine the cost of hiring an attorney on retainer. The ongoing costs and management issues surrounding The Field Library Bookstore were also discussed; Ms. Brown will prepare a report on possible solutions.
10. There was an extended discussion of the library statistics. Ms. Brown noted that while circulation is down, programming attendance is up and the door count is up. Ms. Brown indicated that Jody Sitts, the Head of Children's Services, was conducting outreach to the Lakeland School District schools in Cortlandt Manor.
11. There was discussion about the need to conduct active shooter training. This would be conducted the Police Department.
12. Ms. Brown discussed the new Overdrive Advantage account. This would allow Library patrons to get the first opportunity to check out ebooks.
13. Ms. Kelley, as representative to the Westchester Library System, discussed the "central library" in Mount Vernon, its questionable value, and the \$300,000 cost to the county libraries.
14. Meeting adjourned at 8:52 pm. Moved by Ms. Kelley; second by Ms. Foster; unanimous in favor.