

The Field Library, Peekskill, New York

Board of Trustees Meeting, April 11, 2019

Present: Sandra Smith, Mary Foster, Karen Kelley, Ann Douglas, Tina Romeo, Chris Vega, Ben Bloom, Christopher Alexander, Alan Most (taking notes, Library Director Jennifer Brown)

Absent: Joe Galella, Melinda Cosentino

1. The meeting was called to order at 7.00pm by Ms. Smith.
2. The March minutes were approved. Moved by Ms. Foster; second by Ms. Kelley; unanimous in favor.
3. Ms. Brown discussed the proposal from Orange Bank to move the Library accounts from Chase. A proposal was made by Mr. Bloom for Ms. Brown to see if Chase would match Orange Bank's offer; second by Ms. Douglas; unanimous in favor. (Updated to be included during the May meeting.)
4. A proposal was made by Mr. Most to approve the budget proposal of a \$75,000/6.8% increase in the Library budget. Second by Mr. Vega; unanimous in favor.
5. Danielle Semp from Lothrop Associates presented finishing alternatives for the adult circulation and reference desks, and the children's reference desks.

It was agreed that Corian would be used on the counter tops; the adult desk would use the lighter of the two laminates for the sides.

It was agreed that the "Seaglass" Corian would be used for the children's reference desk.

Ms. Semp felt that she would have price by the middle of the week of April 15. It was agreed that the Board of Trustees would confer via email to approve or disapprove the price so that the ordering could be expedited. (Update to be included during the May meeting.)

6. Ms. Brown discussed the electrical work that would need to be done for the three desks. Aside from her two quotes, she is waiting for a third from Bruchetta Electric, who had done the original installation. It was suggested that she include the language in Keating Electric's estimate in a further discussion with Hildebrand Electric (the lower proposal to date) and to have Brent van Zant offer his opinion. (Update to be included during the May meeting.)

7. Mr. Most made a motion that the statistics and financials would be reviewed quarterly with analysis. Second by Ms. Kelley; unanimous in favor. The review would next take place in June 2019.

8. Ms. Brown noted that Milton Cobb has made substantial progress in teen programming and she is looking forward to him developing some new and creative programs.

9. Per the Director's Report there are no updates to the Town of Cortlandt funding issue or the disaster plan. (Update to be included during the May meeting.)

10.. Ms. Kelley, the Westchester Library Services representative, discussed the 2020 census. Money will be coming from the State but it still uncertain how it will be allocated and if historically undercounted districts will receive a larger share of the funds. She also discussed Terry Kirchener from WLS working

with Ms. Brown to address management training needs; proposals for staff training will be reviewed; there are, also, Board of Trustees training modules.

11. The status of the Peekskill Film Festival and a related personnel issue was discussed. Alicia Morgan was thanked by the Board of Trustees for her years of service to the Library and the Festival.

12. A related personnel issue was discussed regarding the disclosure of the Board of Trustees' and Library Director's emails (work and/or private), personal phone numbers, and addresses to a former employee.

Mr. Alexander suggested the hiring of a human resource specialist.

13. The annual "Conflict of Interest Statement" was signed by all Trustees attending the meeting.

14. Mr. Alexander moved to adjourn the meeting at 8.50pm; second by Ms. Kelley; unanimous in favor.