

The Field Library, Peekskill, New York

Board of Trustees Meeting November 28, 2018

Present: Sandra Smith, Karen Kelley, Mary Foster, Melinda Cosentino, Joe Galella, Ann Douglas, Alan Most (taking notes), Councilwoman Patricia Riley (liaison to The Field Library Board of Trustees), Jennifer Brown, Library Director

1. The meeting was called to order at 7.00pm by Ms. Smith.
2. The November 28 minutes were approved (with one spelling correction). Motion by Mr. Galella, second by Ms. Cosentino, unanimous approval.
3. The 2018 holiday staff bonuses were approved. Motion by Mr. Galella, second by Ms. Foster, unanimous approval.
4. The 2019 holiday schedule was approved. Motion by Mr. Galella, second by Ms. Foster, unanimous approval.
5. There was discussion surrounding the 2019 budget and salary increases. Some staff were not happy with their 3% increases. It was noted that City of Peekskill and Westchester Library Services (WLS) employees were receiving a 2% increase.

The 2019 library budget was approved. Motion by Ms. Kelley, second by Mr. Galella, unanimous approval.

6. Ms. Foster noted that the library budget is on track for 2018. She noted that the 2019 budget relies on fundraising (independent of Friends of The Field Library) and that the Board needs to address this during subsequent meetings.
7. Ms. Brown noted that The Field Library bookstore was going “gangbusters,” made a profit in October, and that she is receiving better feedback from customers. Maria Angelini, who is serving as manager of the store, is culling through the inventory and disposing of unsaleable books. Ms. Angelini is working with the Keon Center to open the store on Mondays. However, Ms. Brown questioned whether the profitable operation of the store is sustainable.
8. Ms. Brown noted that a teen library has been hired, Mr. Milton Cobb.
9. Ms. Brown noted that as part of the increased budget for 2019, the children’s room will be open for two more hours in the evening, Monday through Thursday. This is to accommodate the children of working parents.

In a related conversation, Ms. Brown noted that two library programs – Teacher in the Library and Tales for Tails – have seen a fall off in attendance. There was discussion about way to do outreach to the schools, teachers, and parents about the programs.

10. Ms. Kelley, the representative to the WLS, discussed the potential role of libraries in the 2020 census. As the census will be all digital, there was concern that communities such as Peekskill have the potential of being underrepresented. In turn, the library could serve as a resource center for citizens filling out the census. It was agreed that the Director and Board need to know more information before any program is developed.

11. Ms. Foster and Ms. Kelley presented a proposed Board Recruitment Process outline. With the exception of some wording, there was agreement that the proposal (with some change of wording) was good. (See attached.)

There was an extended discussion about Mr. Ben Bloom, who is interested in becoming a member of the Board and attended the October meeting. It was noted that Mr. Bloom's candidacy should be expedited so as to not have him lose interest. Several attendees agreed to reach out to Mr. Bloom asap with some proposed dates for an interview. If Mr. Bloom is interested in the position, then the Board will vote in December or January on whether to vote him onto the Board.

It was noted that Mr. Bloom's resume, as well as those of two other Board candidates, were not seen by all members of the Board. Ms. Smith was to have these provided to all Board members.

12. Ongoing issues with the library facilities were discussed. Ms. Brown noted that there is still a problem with mice in the kitchen (two were found during the past week) and it is uncertain who is supposed to remove the dead mice. The sensors on the children's room door were discussed; they are still not operating correctly and this remains a fire hazard.

The Board, Ms. Riley, and Ms. Brown discussed Ms. Brown documenting all facility related requests via email. Ms. Riley asked that she be copied on all correspondence; the Board felt that Mayor Rainey should be copied, as well.

The Board asked Ms. Brown to review the library lease with the library's attorney to clarify the City's responsibility regarding the facilities.

13. Ms. Brown noted that the funds from the State that are to be used for the circulation desks have been received. She will be issuing a check next week. The desks are in the design stage.

14. The meeting was adjourned at 8.30 pm. Motion by Mr. Most, second by Ms. Kelley, unanimous approval.