

The Field Library, Peekskill, New York

Board of Trustees Meeting November 18, 2021

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

1. Ms. Smith called the meeting to order at 7.04pm
2. Ms. Foster moved to adopt the October minutes; second by Ms. Kelley; unanimous in favor.
3. The Mid-Hudson Trustee Book Club's most recent session was discussed. It was attended via Zoom by Ms. Foster, Ms. Kelley, Ms. Douglas, Mr. Most and Ms. Smith. All viewed it as useful.
4. Ms. Brown noted that the new reference and circulation desks should be ready to be installed at the end of January/beginning of February. Because of complexity in rewiring the library for Internet and electric, the children's room and the downstairs rooms will be handled concurrently after the children's room desks are installed. Ms. Brown anticipates that the electrical work should be complete three weeks after they begin work.
5. Ms. Brown noted that she will be presenting the library's strategic plan to the Peekskill Common Council on December 6. Board of Trustees members are encouraged to attend.
6. Ms. Foster moved to approve the hiring of the new Teen Services Librarian and the new Local History Librarian; second by Ms. Kelley; unanimous in favor.
7. Ms. Foster noted that the library revenue is ahead of budget. Revenues from investments increased by \$40,000 since last December. Ms. Brown noted that the library has stopped dipping into investments for operating expenses and has been running a balanced budget. She indicated that investments are used for capital improvements.
8. Ms. Kelley reviewed the latest WLS happenings.
9. It was noted that Friends of The Field Library will be hosting a holiday trivia contest on December 3 as a fundraiser. Ms. Brown thanked the Friends for the \$4500 donation that was earmarked for the new teen room.
10. On behalf of the Governance Committee Ms. Douglas noted that there are several points in the bylaws that need to be reworked. These include the discrepancies between terms of the officers and the terms of the Board of Trustees.
11. On behalf of the Nominating Committee Mr. Most submitted the minutes of the last meeting. It was decided that the Nominating and Governance Committees would meet to work through the discrepancies in the bylaws.
12. On behalf of the Finance Committee Ms. Foster noted that the draft budget for 2022 should be ready for the Board of Trustees' December meeting.
13. On behalf of the Audit Committee Ms. Foster noted that the completed audits for 2017 and 2018 reviews found nothing amiss. Full audits were completed for 2019 and 2020. Some of the findings: IRS

filings do not need to be amended; additional procedures need to be put into place for cash receipts; additional procedures need to be put into place regarding credit and debit cards; The Board of Trustees need to begin to review expenditures on a quarterly basis.

14. Ms. Kelley and Ms. Cosentino will join the Governance Committee; Mr. Bloom and Mr. Alexander will join the Audit Committee.

15. The new library email address were discussed and the possibility of creating "President, Vice President, Secretary and Treasurer" email accounts to create continuity from one person to another.

16. Mr. Alexander noted that all of the Library Director evaluations have been received and he is in the process of reviewing and collating the responses. He hopes to have this done by the end of December.

17. Ms. Brown detailed the 2021 holiday bonuses for the staff in the form of Amazon gift cards.

18. Ms. Brown detailed the 2022 holidays during which the library will be closed.

19. There will be an Executive Committee meeting on December 9 at 6.00pm.

20. The next Board of Trustees meeting will be December 6.

21. Ms. Kelly moved that the Board of Trustees enter into Executive Session at 8.42pm; second by Ms. Cosentino; unanimous in favor.

22. Mr. Most moved that the Board of Trustees close the Executive Session at 8.55pm; second by Ms. Kelley; unanimous in favor.

23. Mr. Most moved to adjourn the regular meeting of the Board of Trustees; second by Ms. Kelley; unanimous in favor.