

APPROVED 3/12/20
DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 4, 2020

Present: A. Moss, C. Aggarwal, T. Gordon, C. Torino, , J. Wai, J. Golde, K. Koster, L. Stutz, E. Hobson (Director)

Absent: N. Sullivan (Village BoT Liaison), M. Ghiorse

Meeting called to order by A. Moss at 7:05 pm

December Minutes

1. T. Gordon made a motion to approve the minutes, 2nd by K. Koster. Unanimous approval

New Board Member

1. L. Stutz introduced as the newest board member and took oath of office

Executive Committee Appointments

1. T. Gordon made a motion to appoint A. Moss as President, J. Wai as Vice President and J. Golde as Secretary. 2nd by C. Torino. Unanimous approval

President's Report

1. The library and board took a moment to acknowledge and mourn the loss of long-time children's librarian Cheryl Matthews, who served 47 years with the DFPL.
2. E. Hobson expressed how Cheryl's career was a testament to the importance of staff being embedded in the community and with long-term commitment.
3. The library will need to hire and appoint a new children's librarian with consideration to how they will fill the role in the community that Cheryl established.

Director's Report

1. E. Hobson has started the search for a children's librarian in the context of the DFPL strategic plan's main imperative focused on excellence in staffing and curation
2. The library will look to allocate more funds to staffing in line with the strategic plan's focus on *retaining staff* long-term
3. In Cheryl's absence, E. Hobson noted that other staff stepped up to fill in as the library was short staffed and excelled creating a black history month display, and picking up storytime for children at a high level.
4. \$250,000 of our budget was transferred to a new higher interest-bearing account in line with our strategic plan's focus on *financial sustainability*
5. DFPL will start a book group with Westchester County SURJ (Showing up for Racial Justice) contributing to our strategic focus on *community participation and curation*.
6. K. Koster made a motion to adopt the employee handbook. 2nd by T. Gordon. Unanimous approval
7. The board will write a letter of thanks to Ned and Sara of the library staff to thank them for going above and beyond during the low staffing situation faced thus far in the year.
8. Bryson Sauer, a junior at DFHS did a magic show for 70 children and parents in January contributing to our strategic focus on *community involvement*.

Librarian Report

1. Nothing to report

Friends' Report

1. Bake sale is planned for 2/8/20
2. Trader Joe's donated plants
3. Stop and Shop donated food and plants
4. Discussion on the possibility of a joint Friends/DFPL Board retreat
5. The friend's sent cookies to staff in support of their loss of Cheryl Matthews
6. Discussion of what to do with donations in remembrance of Cheryl Matthews

Personnel

1. Semi-annual evaluation of director E. Hobson postponed until the summer

Marketing and Communications

1. E. Hobson will look into social media software and help from Mercy College
2. New DFPL website is planned to go live soon

Policy and Compliance

1. Review and discussion of photography policy. Board to review village photo/video policy for next meeting
2. Review and discussion of Video/DVD policy
3. T. Gordon moved to remove DVD/Video cassette policy. 2nd by A. Moss. Unanimous approval.

Outreach and Advocacy Committee

1. A. Moss requested that we create a calendar of community events

Committee Assignments 2020 and other business

1. A. Moss moved to disband the strategic plan taskforce. 2nd J. Golde. Unanimous approval.
2. Finance Committee: M. Ghiorse *chair*, C. Aggarwal, J. Golde
3. Personnel Committee: C. Torino *chair*, J. Wai, K. Koster
4. Marketing Committee: A. Moss *chair*, M. Ghiorse, J. Golde
5. Policy Committee: K. Koster *chair*, T. Gordon, A. Moss
6. Community Outreach: E. Hobson *chair*, J. Wai, T. Gordon, C. Aggarwal, L. Stutz
7. A. Moss motion to disband Art Committee. 2nd K. Koster. Unanimous vote.
 - a. Discussion to update art exhibition policy
8. C. Aggarwal will mentor L. Stutz
9. Board will work to create an onboarding process for new board members during the course of 2020
10. The board agreed to engage in community outreach planning to ensure the people of Dobbs Ferry are aware of the strategic plan which is to be presented to the town at the 3/24/20 meeting.

Executive Session

Meeting adjourned 9:32 pm