

**DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES 5/9/18**

Meeting called to order by A. Moss at 7:35 p.m.

Present: A. Moss, B. Gilmore, K. Koster, J. Golde, J. Wai, C. Agarwal, R. Pitts, E. Hobson (Library Director), J. Chuhta (Village Treasurer)

MINUTES of 3-11 meeting were unanimously approved following motion by B. Gilmore, second by J. Wai.

PRESENTATION by J. Chuhta, Village Treasurer

- potential for a 20k loss, will dip into fund balance, was allotted 75k for the year
- projecting 290k down from 310k
- Village Board put another 10k into books lines
- fund balance can be used to match grant application, no funding from village available for this

NYClass - village money (general fund) currently seeing 1.6%, Never had a loss, is collateralized 102%, take .2 % of growth, no fees

Finance committee will review NYClass options and make investment proposal at the next meeting

Can only invest in FDIC-covered banks, can't use credit unions

REPORTS:

President's Report:

Great work by director reaching out to community; and by director and J. Golde on strategic plan;

Director's Report:

From WLS: opened account with overdrive advantage plus - lets libraries order extra copies of popular materials and then your library gets first dibs on the books

Plans to allocate funds to overdrive account

Contract with CD is up in about a year, a committee will be put together to review all options; Ned is on committee

Director joined a director committee to form joint registration program amongst libraries

Staff vacation and time requests are now going through director for approval then to the schedulers

Staff schedules are moving to e-calendars effective next month

Ned is still looking for assistance with managing 3D printer; planning possible tinker training this summer

PRESENTATION by Director on Plan of Service

Goal 1 - Safe and Comfortable Environment

HVAC repair is a priority - putting together a timeline for fixing the HVAC (long-term plan)
Improving/creating appealing visual experience

Goal 2 - Easy access to library materials

Director will be requesting money for the website. Happy to report new Friends website is up and running.

Goal 3 - Provide a wide range of excellent programming

Includes standardizing programming materials, expanding program offerings

Goal 4 - Train staff to provide excellent customer service

Development goals: organizational chart, job descriptions, performance reviews, annual training, staff manual

Friends' Report:

Friends website is up and running but plan is to make constant updates.

Working on new branding for friends that will be incorporated.

Friends are working on newsletter to be put out before annual meeting (6/7 from 6:30-9).

- Friends are collecting bids for printing

Friends has new instagram account; revising Facebook profile appearance.

"Cause an Effect" event is this Saturday at Chipotle.

Finance Report:

Village allocated additional money this year (See treasurer presentation).

Personnel:

Committee will meet next Monday.

Strategic Plan:

June and Elizabeth are meeting with National Junior Honor Society students (8th graders) for strategic plan brainstorming session tomorrow at 8am

Marketing:

Marketing is a big element of the plan of service.
Committee will plan to meet late May.

Community Outreach:

Working on youth engagement opportunities - plan to recruit future library patrons and advocates

2 proposed opportunities for youth:

- junior board member - estimated 40 hours across 15 months
- DFPL student volunteer - 5-15 hours across the academic year
 - open to all teen students in DF

Policy:

Motion to approve room rental policy by K. Koster, seconded by B. Gilmore, unanimous vote.
Policy to be revisited at the next meeting following first few rentals.

Meeting Adjourned: 10:16 p.m.

Next Meeting - Wednesday, July 18 at 7:30