

**DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES 05/16/2017**

The meeting was called to order at 7:06 PM

In attendance: Maria Nigro, Betty Gilmore, Rebecca Pitts, Angela Mathisen, Juli Charkes, Ali Moss, Kelly Koster, Matthew Ghiorse, Ned Canora (Director)
Excused: Nicole Sullivan (Village Board Liaison)

ANNOUNCEMENTS:

- The oath of office was administered to new Trustees, Juli Charkes, Matthew Ghiorse, Kelli Koster, and Alexandra Moss, each for a 5 year term of office, ending in 2021

MINUTES of March 26, 2017 were approved unanimously upon a motion by Angela Mathisen and a second by Rebecca Pitts. The minutes of April 19, 2017 were approved unanimously upon a motion by Rebecca Pitts, and a second by Maria Nigro.

DIRECTOR'S REPORT: Attached

- On May 18 the library will be included in a marketing video being prepared about the village of Dobbs Ferry
- The Library Assistant is working on a 5K run in the fall as a fundraiser for the library. Outreach efforts to the Recreation Dept. re collaborating on their Labor Day 5K has been positive
- Friends – Matthew Ghiorse offered to reach out to the President & Treasurer to introduce himself and offer his expertise as a professional fundraiser
- The Friends Annual Meeting will be held on July 7 and the newly purchased 3D printer will be debuted. The Board suggested a 'soft' opening on that date given the likelihood of many residents being on vacation, and a second opening in the fall
- The position description for the new full-time Librarian I slot has been completed & will be posted shortly with Westchester County Human Resources

LIBRARIANS' REPORTS: Attached are reports from the Reference, Children's, and Youth Librarians

COMMITTEE REPORTS:

FINANCE: The submitted Library budget of \$726,232. has been approved by the Village Board. The Library (and Village) Treasurer, Jeff Chuhta, reported that the capital fund request of \$50,000. was not approved as the items it was to be used for were deemed more suitable for the operating expenses. It was suggested that we do a feasibility study and then request capital funding from the village, or amend the budget, or use the trust fund or fund balance to pay for the improvements.

The Library Treasurer further reported:

- The Library has a current fund balance of \$350,000, roughly half of the annual budget, and is expected to have additional funds at the end of the fiscal year on May 31, based on tax levy revenue of \$650,000 with \$610,000 in expenses. A healthy fund balance is usually around 25% of the budget.

- The Library's current trust fund is approximately \$207,000. The fund is the composed of two bequests to the library, \$2.5 million from the Volland estate 15 years ago, much of which was used to build the new library; and \$77,787.79 from the Lam estate in 2015. An additional \$2,100. was received in 2017. The individuals originally responsible for communicating with the lawyers closing out the estate are no longer employed by the village so updated paperwork is needed. A motion was made by Ali Moss to designate Director Ned Canora as primary contact, and Treasurer Jeff Chuhta as secondary contact; seconded by Kelly Koster, and approved unanimously. It was noted that the bequest from the Lam estate specifies that the funds will be used for children's books. The Director will follow up to determine what the scope of that designation includes.

PERSONNEL: No report at this time.

OTHER:

- On 5/16/17 the Village Board approved the Library Board's request to expand the number of board members from 7 to 9. A motion was made by Betty Gilmore, seconded by Angela Mathisen, and approved unanimously to increase to number of Library Board Trustees to no more than 9 and no less than 7 members
- A motion was made by Juli Charkes, seconded by Matthew Ghiorse and approved unanimously to amend the Library Bylaws to permit Board members to participate in meetings via conference call, skype, facetime; to vote via email
- A motion was made by Betty Gilmore, seconded by Juli Charkes and approved unanimously to create 6 additional committees: Policy & Compliance; Marketing & Branding; Community Outreach & Advocacy; Fundraising; Children's Room Upgrades; Art Exhibition. The Policy & Compliance Committee, along with the already existing Finance and Personnel Committees will be permanent while the other five committees will be considered ad hoc. It was also determined that as they are Board Committees they will be chaired by Board members but Library staff will be included on the committees. A list of committee membership is attached
- A presentation was made by Tom Stirling of Stirling Technologies of a Web Design & Development Proposal for the Library, followed by a Q & A session
- A motion was made by Ali Moss, seconded by Matthew Ghiorse and unanimously approved to defer the last agenda item, Feedback on training & webinars attended by Library Staff and Board member Betty Gilmore, until the next meeting

NEW BUSINESS:

Rebecca Pitts made a motion to move into Executive Session to discuss the employment history of a staff member. Angela Mathisen seconded the motion. The motion was unanimously approved and the board moved into Executive Session at 9:35 PM.

THE NEXT MEETING WILL BE **Tuesday, July 18 at 7:00 PM.**

Meeting was adjourned at 10:07 PM.

Submitted by Betty Gilmore