

**DOBBS FERRY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES 07/18/2017**

*The meeting was called to order at 7:10 PM*

In attendance: Maria Nigro, Betty Gilmore, Rebecca Pitts, Ali Moss, Kelly Koster, Matthew Ghiorse, Juli Charkes, Nicole Sullivan (Village Liaison)

Excused: Ned Canora, Angela Mathisen

Approval of Minutes of 5/16/17: Motion by J. Charkes, seconded by K. Koster, and unanimously approved with correction that the ending date of the term of office of the new Trustees is 12/31/2021.

President's Report: The possibility of adding a Junior Board member (a high school student) was discussed with WLS Executive Director, Terry Kirchner, who subsequently provided information about legal requirements and contact information for a library that has such an entity. M. Nigro will f/u and report back at the next meeting.

Director's Report: Reviewed & accepted as written.

- F/u on a question regarding the Lam Estate bequest stating it must be used for the purchase of children's books: Pelham Library (also a recipient) uses the funds for that purpose; North Salem & Lewisboro Libraries notify their treasurers which invoices are to be paid from that account.
- Further action on the website & the purchase of carpeting will be placed on hold pending the hiring of a new Library Director.
- A. Moss will contact N. Canora re expanding the Library's social media network.
- M. Nigro and R. Pitts will f/u with N. Canora regarding staffing challenges.

Librarians' Reports: Reviewed & accepted as written

- F/u with staff to determine if program attendees provide contact info for the mailing list
- F/u to determine if Library items can be posted in the Village Mayor's e-newsletter, the Recreation Dept.'s email list, and the Greenburgh Town Supervisor's email list

Committee Reports:

- *Finance* – M. Nigro reported the committee met in June
  - Motion to approve 2% salary increases to all Library staff (except pages) retroactive to June 1, 2017 made by M. Ghiorse, seconded by K. Koster, and unanimously approved
- *Personnel* – B. Gilmore reported on the committee's meetings with N. Canora in June
  - Motion to appoint J. Charkes, B. Gilmore, A. Mathisen, M. Nigro, & R. Pitts as members of the Director Search Committee made by A. Moss, seconded by K. Koster, and unanimously approved
  - Motion not to extend N. Canora's probationary appointment as Library Director beyond 8/25/17 made by R. Pitts, seconded by M. Ghiorse, and unanimously approved
  - Motion to appoint N. Canora as Interim Library Director for a period of not more than 90 days beginning 8/26/17 made by A. Moss, seconded by K. Koster, and unanimously approved

- Motion to authorize a monthly stipend for N. Canora as Interim Library Director for a period of not more than 90 days beginning 8/26/17 in the amount of the difference between Mr. Canora's current salary as Director and his 2017 Librarian II salary made by K. Koster, seconded by A. Moss, and unanimously approved
- Motion to authorize the Personnel Committee to notify Westchester County Human Resources of the end of N. Canora's probationary appointment on 8/25/17, triggering an impact analysis by HR, and to authorize both the Personnel & Finance Committees to review the current budget and to make staffing adjustments as necessary made by A. Moss, seconded by J. Charkes, and unanimously approved
- *Fundraising* – M. Ghiorse led a discussion regarding the committee's purpose
  - Discussion of a free donation portal for possible use on the website
  - Three Board members are attending the WLS Workshops being held this summer on "Friends and Foundations" and will report back at September's meeting
- *Marketing & Positioning* – A. Moss reported the committee is on hold pending the hiring of a new Library Director
- *Policy & Compliance* –
  - Review of the proposed 3D Printer policy; accept as written with the addition of 'plastic material only' and 'commercial use only'; motion made by A. Moss, seconded by R. Pitts and approved unanimously
  - Review & discussion of the proposed video conferencing amendment to the bylaws; motion to table approval until further clarification as to whether a policy is needed in addition to the bylaws amendment by M. Nigro, seconded by J. Charkes & unanimously approved.
- *Community Outreach & Advocacy* –
  - J. Charkes reported she and A. Mathisen discussed entities with which the Library might partner, including churches (A. Mathisen will f/u) and Mercy College re the 3D printer staff (J. Charkes will f/u)
  - The existing partnership with the Town & Gown Book Club may attract a larger audience if it is always held at the Library
  - Two other possible partnerships are the 'English as a New Language' teacher at Springhurst, Julia Drake; and Cabrini Immigrant Services. Both will be pursued by the committee members

Friends Report: The annual meeting was held on July 7 and attended by 40 people. The program included a demonstration of the new 3D printer.

Announcements: Board members are advised that a Nominating Committee will be appointed at the September 17 meeting for the purpose of developing a slate of officers for 2018. The annual Board retreat for 2018 will be held on Saturday, January 6, 2018.

Next Meeting: **Sunday, September 17, 9:00 AM**

*The meeting is adjourned at 9:22 PM.*

Submitted by Betty Gilmore