

**DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES 09/17/2017**

The meeting was called to order at 9:01AM

In attendance: Maria Nigro, Betty Gilmore, Rebecca Pitts, Ali Moss, Kelly Koster, Juli Charkes, Angela Mathisen, Ned Canora, Nicole Sullivan (Village Liaison), Darius Chafizadeh (Village Attorney)

Excused: Matthew Ghiorse

Ali Moss made a motion to move into Executive Session to discuss a personnel issue. Juli Charkes seconded the motion. The motion was unanimously approved. The Board moved into Executive Session at 9:02 AM.

The Board moved out of Executive Session at 9:32 AM.

Approval of Minutes of 7/18/17: Motion by K. Koster, seconded by A. Moss, and unanimously approved as written.

President's Report: M. Nigro has reached out to the Dobbs Ferry High School regarding the adding of a Junior Board member (a high school student) but has not heard back yet; she will f/u at the next meeting.

Director's Report: Reviewed & accepted as written

- *Staffing:* The library is short two p/t Librarians due to the departure of the incumbents; a p/t Librarian vacancy ad will be posted; another p/t Librarian will also be out for an as yet unknown date & period. N. Canora proposes promoting E. Fusco (who is currently in library school) for a temporary 90 day period; one p/t clerk will be leaving 9/27; 6 clerk applicants will be interviewed shortly; volunteers are being sought to cover programs during the absence of the Children's Librarian (it was suggested the Friends mailing list might be a good source). Also suggested was hiring outside children's programming and reaching out to WLS for contact info of people who are looking for this contract work.
- *WLS:* Last week the system moved to Virtual Desk Infrastructure which eliminates having actual computers in the library; however, some applications are not compatible with the new system, specifically, bill paying but N. Canora is working with the village staff on the issue
- *New York Public Library:* Dobbs Ferry residents can apply for a NYPL & can download the Simply E app to access books online; this service should be advertised on our website
- *Emails:* Many library program attendees have been providing their email addresses so the mailing list is expanding
- *WiFi:* Our capacity is 50 so the wifi speed is impacted with additional users; many devices automatically connect to the wifi, including staff, passersby in the street, etc. N. Canora will investigate the possibility of adding a transmitter to increase our capacity

Librarians' Reports: Reviewed & accepted as written

Committee Reports:

- *Finance* – The committee has not met since June

- Recommended that the Committee begin working with N. Canora on next year's budget in order to have a draft available for the November Board meeting
- *Personnel* –
 - The required paperwork for N. Canora's transition to Interim Library Director has been completed
 - R. Pitts expressed the Board's thanks and appreciation to N. Canora for his willingness to serve as Interim Director
 - N. Canora reported he has worked with Westchester County HR to clear up the outdated paperwork the county has on current & former library staff
- *Fundraising* – The committee has not met
 - Three Board members attended the WLS Workshops being held this summer on "Friends and Foundations"; B. Gilmore attended the last session developing signature fundraising events and will forward the PowerPoint when WLS sends it
- *Marketing & Positioning* – The committee has not met
- *Policy & Compliance* – The committee has not met
- *Community Outreach & Advocacy* – The committee has not met
 - It was noted that the DF Chamber of Commerce is now the Rivertowns Chamber of Commerce, which may provide a broader opportunity for promoting the library; the Chamber meets on the 3rd Wednesday of the month at 7:00 PM at Doubleday's Restaurant in Dobbs

Friends Report: The Ferry Festa will be held on Saturday, October 14. The Friends will be requesting help to set up & staff the bookstall at the event.

Announcements: The appointment of a Nominating Committee to develop a slate of officers for 2018 will be tabled until the will be the November 19 meeting. Also tabled until the November meeting is the amending of the Bylaws to allow remote voting.

Next Meeting: **Sunday, November 19, 9:00 AM**

The meeting is adjourned at 10:17 AM.

Submitted by Betty Gilmore