

**DOBBS FERRY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES June 26, 2019**

*Meeting called to order by A. Moss at 7:39pm*

Present: A. Moss, M. Nigro, E. Hobson (Director), J. Wai, T. Gordon, J. Golde, C. Torino

Absent: N. Hazzard (Village BoT Liaison), C. Aggarwal, K. Koster, M. Ghiorse,  
Guests: V. Jones (Friends of the Dobbs Ferry Library).

7:42, meeting called

Motion made by JW, Seconded by JG, to approve minutes from May's meeting based two additions.  
Motion approved

1. Community Outreach & Advocacy
  - no report
2. Marketing & Communication
  - will review bids for website

**President's Report**

- next meeting is September 17. The summer break will allow the Board to focus on some big-picture items like the Strategic Plan and Employee Handbook

**Director's Report**

- Current Budget (FY18/19) likely to come in right on target
- Moving forward the budget needs to reflect changes in health care coverage, ie coverage for an individual vs coverage for a family
- Struggling to find acceptable candidates for the PT Teen Librarian position because the salary is so low:
  - Chappaqua \$27/hour
  - Yonkers \$25/hour
  - Dobbs Ferry \$20.5/hour
- E. Hobson will change the position from a Librarian position to Library Assistant to attract a broader range of candidates
- WLS experiencing serious issues with the Acquisition function of Evergreen. Fortunately these glitches do not have much impact on DFPL, though they are responsible for extending the hold time for new books throughout the system, including for DFPL patrons
- Annual Statistic Report: Ebooks and juv. title are up, as are program attendance and revenue
- Roughly \$3500 of duct work is needed in the parking area to properly ventilate the compressors. Board needs to vote to use Fund Balance to pay for this work.
- Children's Room is experiencing AC issues: there is a leak of some sort or the condenser itself is malfunctioning.
- Passport program is slowly inching along because of delays at the State Department
- DFPL has sold 3 boxes of EZPasses

**Strategic Plan Committee**

- final draft of the Strategic Plan should be completed by fall
- the plan must articulate what is needed both now and what we expect to need in the future

**Friends Report**

- recap of May 20, 2019 meeting
- Holiday Fair: December 6/7
- Valentine's: February 28
- The Friends will coordinate with the Board to make sure that the Board emails current/lapsed members at the same time the Friends do their annual membership mailing.
- Recap of the Friends' annual finance review

Finance Committee

- working on a Fund Balance Policy. E. Hobson will investigate draft policies.

Personnel Committee

- Will conduct mid-year evaluation of E. Hobson soon

Marketing & Communications

- The Committee recommends that the Library move forward with Fredi B. Design proposal of \$10,000 for new website. Board to vote on using Fund Balance to pay for this.
- Motion to select that proposal for new website and allocate \$10,000 from the Library's fund balance for that purpose, made by T.G, Second by JW, approved

Policy Committee

- President requests that the Committee continue to review Library Policies and set a review schedule for the rest of the year

Community Outreach & Advocacy Committee

- reviewing applications to Teen Liaison position
- interested in opening the Liaison position to other schools in Dobbs Ferry, such as students who live in Dobbs but attend Ardsley schools.
- Cultural Explorers Caribbean Day: September 22
- Diwali: November 6
- brief conversation about ensuring that Latino celebrations are represented in Cultural Explorers program

Gallery Committee

- No report

Enter Executive Session: 9:27pm

Exit Executive Session: 9:38

Meeting adjourned: 9:39pm