

DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES November 11, 20109

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

Absent: N. Sullivan (Village BoT Liaison), K. Koster

Guests: Aysa Surphlis (DFPL Youth Liaison)

Meeting called to order by A. Moss at 7:38pm

Motion made by T. Gordon, Seconded by C. Aggarwal, to approve the minutes from October's meeting. Unanimous approval

President's Report

1. Diwali program was very successful
2. Strategic Plan Task Force: after 1.5 years of hard work we are very close to finishing up the new strategic plan
3. Looking ahead to next year we need to make sure each board member is able to fulfill their Board commitments. A. Moss will touch base with individually with board members to see how they feel moving forward.

Director's Report

1. Passports: 18 passports issued at Saturday's event
2. Cultural Explorers: Diwali was a huge success and manifests the duality of re-connecting some people to their culture while introducing other people to that same culture.
3. Battle of the Books: Cheryl Matthes managed a big team of 4th, 5th, 6th graders. The group used the new buzzer system purchased by the Friends.
4. Thank you to the Friends for fundraising for a new AV system. It is in the place and working very well.
5. Personnel: Teen Library Assistant: 2nd calling of the civil service. 10 people are on it.
6. Annual Statistic Report: Conversation about class visits: can we visit private schools like daycares? EH: we simply do not have enough staff resources to visit every daycare or preschool in Dobbs Ferry, we can only visit Springhurst.
7. Staff Workshops: 3D Printer and Evergreen trainings @ WLS. Question from J. Wai about workshops about diversity or inclusion? Question from A. Moss about if there is a strategy for what PD opportunities and webinars that staff take? EH: A big barrier to staff taking advantage of training opportunities is time.
8. Conversation about possibly restructuring staff reports to align with Strategic Ppla and reframing staff job descriptions in terms of the strategic plan.
9. Asya: referenced how nice the HoH teen space is

Friends Report:

1. A. Moss would like to increase Library's social media schedule. Can the Friends pay \$133 for Buffer?
2. Artist Receptions: Friends would like to see at least one Board member at Gallery receptions. Conversation Board Members' time commitments, which include monthly meetings and committee work.

Committee Reports

Personnel

1. Will meet with EH on a regular basis in between twice yearly reviews to address: Community Outreach, Delegating, Strategic Plan

Strategic Plan

1. The Plan is an advocacy document for what we're trying to accomplish. It's a guide to help the Library shift in a constantly changing and shifting world.
2. Conversation about who is the intended user/audience of the Plan.
3. The Plan articulates the parallel goals of helping to increase funding for DFPL while also acting as a guide to E. Hobson as we move forward.
4. Timeline: Will present the Plan to the Friends in November for their feedback. Will formally vote in December. Will present to Village BoT January 28. DFPL Open House February 2
5. J. Wai will create a document of advocates for Board Members to reach out to and see if they will write letters of support to Enterprise

Communications:

1. Website update: muse be done by December 31

Policy:

1. Motion by T. Gordon and 2nd by M. Ghiorso with unanimous approval to amend the Emergency Closure policy to:

The Dobbs Ferry Public Library makes every effort to maintain its operational schedule. However, there may be certain circumstances which necessitate the Library close early, open late or not open at all. Such emergencies, include, but are not limited to, extreme/hazardous weather conditions, utility failure, and police/fire department activity.

The primary consideration in any emergency is the safety of all persons in the building and on the property as well as the ability for sufficient library staff to travel safely to and from the Library. The Library cooperates fully with public safety departments and emergency service providers.

In such emergency situations, the Director may close the Library. If the Director is not available, the Professional or Supervisor in charge, or the Library Board President may make the decision to close the Library.

In the event of closure, notice will be included in Library's telephone message, posted on the Library website (www.dobbsferrylibrary.org) and Facebook page, and a notice will be placed on the front door entrance, if possible. In addition the Village Administrator and DPW (693-5506), Village Clerk (231-8504), and DF School District Administration (693-1500) will be notified at the time of any closings.

The Library will reopen as soon as possible following any emergency closing.

2. Employee Handbook: Motion to adopt handbook with expected revisions to the family leave policy made by M. Nigro and seconded by C. Aggarwal

Community Outreach

1. Working on coaching staff and volunteers on how to use Cultural Explorers as an advocacy moment.
2. Conversation about how we can get new cardholders at these events
3. Conversation about doing a quick survey on ipad to measure immeasurables like how much joy visitors experience.

Nominating

1. ongoing

Trustee Search

1. Met with potential candidate, Linda Stutz, and will recommend her to the Village Nominating Committee

10:00pm Move to Executive Session to discuss Personnel matters

10:35 pm Return from Executive Session

9:40pm meeting adjourned