

DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES October 19, 2019

Present: E. Hobson (Director), C. Torino, T. Gordon, M. Nigro, A. Moss, M. Ghiorisi, J. Wai, N. Sullivan (Village BoT Liaison)

Absent: C. Aggarwal, K. Koster

Meeting called to order by A. Moss at 7:35pm

Motion made by M. Ghiorisi and seconded by T. Gordon to to the approve minutes from September's meeting. Unanimous approval.

President's Report

1. Discussion about the need to develop a strategy for approaching the upcoming budget request. Our limited budget makes it very difficult to meet the changing needs of our community.
2. Discussion about the possibility of creating a specific place for teens

Director's Report

1. Did not upload Librarian's reports before tonight's meeting
2. Revision of the Employee Handbook continues and should be finished before November. E. Hobson will share draft with Board on November 6.
3. Strategic Plan, J. Golde will update
4. Budget, 1/3 of the way through FY2020 and we have expended 25% of budget. The number is a little below target in part because the PT Young Adult Librarian Assistant position remains vacant. Also, the AC didn't break down this summer, which is usually a very expensive repair
5. WLS, Hoopla and Kanapy services will continue. They are very \$\$, but the usage is up so WLS will maintain these services
6. WLS, Windows 7 is being sundowned January 2020. Public usage computers will be upgraded to Windows 10.
7. Programs: November 10: Diwali

8:13pm M. Nigro excused from meeting for personal reasons

- Committee reports
 - Finance (Matt)
 - Fund balance policy 10.15
 - Put a threshold on the fund balance. 25% is reasonable amount for the next year.
 - Anything unexpended goes back into the fund balance (surplus).
 - If fall below threshold, then we need a strategy to bring it back to the threshold.
 - There was a \$75,000 allocation from fund balance that went into our budget, but we can't do that again.
 - We need to leave \$200,000. We currently have \$230,000 in our fund balance now. This means \$30,000 for us to use.
 - Matt will follow up with Jeff Chuhta and then present to us.
 - Ever since the budget cut, we have been spending down the fund balance.
 - Move to adopt: Ali, 2nd: Tiffany, Full vote to adopt.
 - Personnel (Chris)
 - Thank Elizabeth for her work.

- Elizabeth harder on self than Board was on evaluations. Board harder on selves than Elizabeth was on evaluating Board.
 - Priorities moving forward: (1) Community outreach, (2) Concentrating on Strategic Plan, (3) Improving delegation, (4) Look at last plan of service to assess progress, (5) Draft next plan of service at January meeting, (6) Pre-Board meeting to meet with Personnel Committee to review progress towards (1)-(5).
- o Strategic Plan Taskforce (Jeff)
 - Draft status and timeline
 - Home Stretch: Creative approach. We will ask people to look at it rigorously.
 - How do we communicate to our staff, ourselves, our community what we're really driving at.
 - **Structure:** (Total ~10 pages) Letter from Elizabeth; letter from Board (Ali); Mission, Vision, Values; Executive Summaries; Case Studies; What Can the Public Do to Achieve this Imperative.
 - **Imperatives:** Staffing, Sustainability, Optimizing Library Spaces, Curation, Community Input & Participation, Appendices (e.g., Acknowledge the Friends, Downtown Taskforce)
 - **Timing:** Finish readable draft by next week (Oct. 23). Consultant (Jeff's business partner Matt) will also look over and offer feedback same time. Talk to Friends about it at November Friends Board meeting. Present to January Village Board meeting.
 - Release strategy
 - October: Readable draft for DFPL Board
 - November: Present to Board meeting
 - November 18: Present to Friends meeting
 - December: DFPL Board vote
 - January: Present to Village Board
- o Friends Liaison
 - Elizabeth (from last meeting): Friends did not vote on our budget request, so Vicki will bring up in next meeting. Next event is Holiday Sale in December, part of Trolley, Santa, Cheryl's craft activity.
 - Thanks goes to Friends for raising funds for A/V improvements in Community Room.
- o Marketing & Communications
 - Ali will sit down with Rose and Elizabeth to improve prioritization of communications/publicity.
 - Nicole will offer to read aloud library events at Village Board.
 - Website update (Elizabeth)
 - Feedback from DFPL Board: colors, pictures, tabs, calendar, mobile vs. desktop version, organization of text, visuals, etc. Accessibility, Google Translate widget, include a "support" button.
 - In next day or two, Elizabeth will send to Marketing Committee with website structure.
 - Elizabeth will get a schedule from website designer. Ali said we need to get this website up and running by January 7, 2020.
- o Policy & Compliance (Ali)
 - Review employee handbook: Vote on in November.
 - Schedule for policy review for rest of 2019 (Tiffany will set, starting in November, at least one per month)
- o Community Outreach & Advocacy (Elizabeth)
 - Cultural Explorers-Carnival: need to improve A/V, need to improve PR, inviting staff to participate/attend.
 - Cultural Explorers-Diwali next
 - Meet with DFSD Lisa Brady re: link to tutoring, DFPL card
- o Nominating Committee (A. Moss, T. Gordon, and J. Golde)
 - Haven't met yet, but will meet before next board meeting
 - Searching for at least one
 - Welcome interest if anyone wants to step up

- o Trustee Search Committee
 - M. Nigro, A. Moss, C. Torino and J. Wai
 - November 7th: Info Session at DFPL, publicize that info session, quick overview, 15min interviews
 - Criteria for trustee: community outreach
 - We should search wide, but not essential to add another trustee
 - Must have between 7 and 9 trustees.
 - Will advertise as soon as possible (Ali)

Reports/Announcements

- MOVE Next regular meeting to November 11 at 7:30 pm

Motion to enter executive session to discuss personnel matters

Sorry forgot to type time start (maybe 9:15?) and end (maybe 9:20?)

Adjournment

9:30