

**DOBBS FERRY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES September 24, 2019**

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

Absent: N. Sullivan (Village BoT Liaison), J. Golde K. Koster, M. Ghiorse,

Guests: Stan Corwin (Friends of the Dobbs Ferry Library)

*Meeting called to order by A. Moss at 7:36pm*

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

Motion made by C. Torino, Seconded by T. Gordon to approve retroactively the use of \$8,800 from Fund Balance for new website design from Fredi B. Designs. Unanimous approval.

Motion made by T. Gordon, Seconded by C. Torino to approve retroactively the use of \$3,500 from Fund Balance for re-ducting of HVAC condenser units. Unanimous approval.

Report from the Friends of the DFPL

1. The Friends reached their capital campaign goal of raising \$6,000 to update the multi media in the Community Room.
2. October 4, Members only book sale; October 5, Ferry Festa book sale
3. December 6/7, Holiday Book Sale
4. Dino Rocks! Was a great success, receiving a lot of positive feedback about the content and presenter
5. Upcoming author programs

President's Report

1. Next meeting is 7:30 on October 16. One of the most important responsibilities of a Library Trustee is attending and participating in our monthly meetings. In October we may have a refresher about the responsibilities of a Trustee.
2. Slightly behind on Strategic Plan, will present full draft in October

Director's Report

1. Community Outreach/Cultural Explorers/Caribbean Event went well, but the attendance was lower than expected possibly because of weak advertising and competition with a beautiful fall day. The Committee will review the entire Cultural Explorers program to identify its strengths and weaknesses while also looking for emerging patterns in attendance.
  - a. There's an issue of staffing during bigger programs like Cultural Explorers. Because of our limited budget we just can't afford to bring on additional staff for these programs so it is entirely volunteer driven, which raises concerns about burnout. But at the same time, these programs emerged from requests from the public. Our ability to meet the public's needs is hampered because of our finances.
2. Personnel, Employee Handbook is coming along
3. Personnel, PT Librarian position remains empty, largely because our salary is much lower than neighboring libraries. Irvington offers \$10 more/hour than Dobbs Ferry. After tweaking the position, we have two solid candidates.
4. Collections, the Baker & Taylor Lease is doing great. Of the 50 books we have received so far, 46 are circulating right now.

## Committee Reports

### Finance

1. Committee presented a draft of the Fund Balance Policy, which The Board is creating at the request of J. Chuhta, Village and Library Treasurer. Trustees felt the language was opaque, so the Committee will rewrite and share over email with hopes of approving the policy at October's meeting.
2. Almost time to begin thinking about the 2020/21 budget process

### Personnel

1. The Committee collected mid-year evaluations of Library Director from the Library Trustees and will share that feedback with Elizabeth soon. Meanwhile, Elizabeth to complete a self-evaluation and to review the Plan of Service she created 18 months ago.

### Policy & Compliance

1. K. Koster did a great job drafting the Employee Handbook, which is 75% finished.
2. T. Gordon to review current Library policies and create a schedule for reviewing and updating them on a monthly basis.

### Nominating Committee

1. A. Moss hereby appoints A. Moss to chair Committee to determine slate of officers for 2020. The Committee consists of A. Moss, T. Gordon, and J. Golde

### Trustee Search Committee.

1. A. Moss hereby appoints M. Nigro to chair Committee to recruit potential Trustees to fill board vacancies. The Committee consists of M. Nigro, A. Moss, C. Torino and J. Wai.
2. Committee will publicize the opportunity through social media, Letters to the Editor, and an Info Session tentatively scheduled for November 7

9:03pm Move to Executive Session to discuss Personnel matters

9:12 pm Return from Executive Session

Discussion about E. Hobson visibly delegating responsibilities not only to help balance her own workload but to give staff the opportunity to rise to the occasion.

9:25pm meeting adjourned