

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES FINAL
November 17 at 7:30 PM**

Meeting Called to Order at 7:33

Present: A. Moss, L. Stutz, , M. McNamara (Friends), T. Gordon, A. Hendele, J. Golde, M. Ghiorse, L. Barrett, E. Hobson (Director),

Absent: N. Sullivan (Trustee Liaison),

Approval of October Minutes

Approval of Revised Photography Vote

- J. Golde makes a motion to approve revised photography policy. T. Gordon seconds. All vote to approve.

Trustee Search Committee

- A new trustee is being interviewed 11/17/21 after a long delay, with hopes they are approved for the new year.
- 5 applications for 4 open trustee spots have been submitted.
- The library will be in violation of its by-laws if the Village BOT does not appoint incoming trustees before the beginning of 2022.
- L. Stutz wondered if the search committee would discuss nominees. The recommendations of the committees will be sent to the board along with resumes and bios. A. Moss said she would make sure all board members received access to that information.

Report on Trustee Handbook Bookclub

- Suggestions for best practices to adopt going forward:
 - Board meeting should be 1-1.5 hrs. If longer, not concise enough.
 - Meeting minutes should be available within two weeks of board meeting.
 - Possible to have paid staff member take notes at board meeting. Secretary would then review and approve the draft minutes.
 - Best practice is to give public an opportunity to comment at meeting.
 - Need to create a policy on public comment length with specificity.
 - Make public what voting on at least 24 hours ahead of time.
 - Newspaper of record to publish meeting in newspaper record
 - Elizabeth should make sure board meetings are listed in the Enterprise's What's Happening section
 - The board needs to investigate how committee work is affected by open public meeting law.
 - In executive session, there are eight reasons but only four that apply to libraries
 - Must be specific. ex. We are going into executive session to discuss a specific person
 - ED should be part of executive session unless it involves the ED
 - Board responsible for the finances of the library. Need to explore rules for approval of expenses and receiving

Director's Report and Librarian Report

- E. Hobson returned from bereavement leave and was pleased to find that the library had run smoothly while she was out.
- Assembly member Tom Abinanti stopped by and wants to give the library the grant, but needs to sort out the details. This is good news for the library.
- The library has processed 511 passports since we started the service and 300 this year, providing a solid service to the community and helping to off-set fine amnesty since the start of Covid
- Programs that E. Hobson created and put together, staff were able to deliver on.
- A few of the librarians are taking intensive training

Report from the Friends of the DFPL

- Beginning planning for Valentine's event

Finance

- Finance committee still working on memorializing the "Trust Fund"
- No updated audited financials have been sent yet from the village. The committee will report on it

Personnel

- A. Hendele and J. Golde will take a look at the director's performance review form so E. Hobson can get her feedback from the board.

Policy & Compliance

- Board members should complete the required trainings
- The current book donation policy was discussed. It was decided there should be no limitations on how old the books are.
 - The policy will have a draft for the next meeting and be voted on in January
- Discussion of how fines and fees should be assessed or the possibility of removing of them
 - E-books are being outchecked to books.
 - The board discussed whether it was appropriate to fine children's books
 - One possibility is to only assess fees if a book was lost and to apply them only to things like hot spots, electronic devices, library passes etc.

Community Outreach & Advocacy

- Possible event with Children's Village in December is being planned and discussed
- Brian Kenney, White Plains Library director, is putting together a group discussing Equity and Diversity trainings

Nominating Committee

- A. Moss invited board members to speak with her and M. Ghiorse if interested.
- The board will also look to the by-laws on how to hold elections if there were to be a contested election

Motion to enter executive session to discuss personnel matters and trustee nominating committee. J.Golde motions and M. Ghiorse seconded.

Reports/Announcements

- Next regular meeting is scheduled for December 15th at 7:30 pm

Adjournment at 9:05