

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES
October 25, 2022 at 7:30 PM**

Meeting Called to Order at 7:30 pm

Present: J. Andrews, E. Carlson, I. Dominguez, D. Garafalo (Library Clerk), J. Golde, T. Gordon, A. Hendele, J. Illany, M. McNamara (DFPL Friends)

Absent: L. Barrett, L. Stutz

Public Comment Period

- No one from the public wished to make a comment

Approval of Meeting Minutes

- J. Andrews moved to approve the September minutes. I. Dominguez seconded the motion and all approved.

Presidents' Report

- J. Golde discussed bringing to life the Board's goal of making the Library the cultural heart of the Village. The recent passing of Basilio Colaizzi, the owner of Caffè Latte, brings a renewed focus on the concept of community and heart. For many, Basilio made Caffè Latte a welcoming space and a heart of the community. The DFPL aspires to create a space where people can gather, feel welcome, be inspired and find connection. To achieve this the DFPL needs to bring more people into the space. Bring energy to the Library whether in the building or outside the building? And keep focus on how the DFPL is the cultural hub of Dobbs Ferry.
- Brainstorming and discussion of ideas followed.

Director Report

- Halloween
 - Halloween bash at the Waterfront is on 10/30. The Library has 100 pumpkins and finger puppets to give to children at our table. We will also have pamphlets about Library programs and other outreach materials
 - Asked for volunteers. I. Dominguez offered to recruit girl scout volunteers. M. McNamara suggested that she knew of high school students who needed community service hours and would coordinate volunteers.
 - G. Elbert is having a Halloween party at the library on 10/31 from 4-5 pm
 - On 10/31 E. Carlson will hand out candy with the Village
- NEA Big Read event for adults on 10/26 and children 11/12
- Outreach
 - Created committee of library staff to focus on advertising events
 - Meetings with schools
 - Registering Masters students for library cards
 - Meeting with Masters to discuss student volunteers
 - Plan to meet with Children's Village about registering students for library cards
 - G. Elbert meeting with preschools
 - Hoping to increase book deliveries to home bound individuals.
 - M. McNamara mentioned that she has volunteers interested in delivering books and could make book deliveries to Children's Village and Cabrini Nursing Home
- Building Repairs
 - Fence will be fixed shortly
 - Gutters need to be repaired
 - Question whether the Village will make the repair
 - We need to better understand what repairs the Village is responsible for versus the Library
- Grants

- A Wifi grant has been awarded and we will be adding more Wifi boosters to the Library. These improvements will assist the Library in becoming independent of the WLS system.
- Grant awarded to install automatic doors for the front doors
- Library should receive approximately \$15,000 from a grant to refund what the Library was required to spend for emergency HVAC work
- Collection weeding project progressing
 - Space has been created for a romance section, gaming and puzzle section
- Diwali event was great. Due to its success, The board discussed the need to expand the reach of the event through a concerted focus on marketing.
- Technology Issues:
 - WLS charges the Library for emails, website hosting, Google workspace, and drive storage. It will be less costly for the Library to migrate away from WLS services
 - Looking into the non-profit Google suite, buying our own equipment (We currently rent from WLS), and contract for IT services
 - Presentation of webhosting vendors
 - Board voted that E. Carlson has the authority to decide which webhosting vendor to contract with as long it is under \$500 per year
- Door counters will be purchased.
 - Will be funded in part by the cancellation of periodical subscriptions which were underutilized

Friends' Report

- The bequest endowment will be moved to CDs earning approximately \$15,000 a year. The Friends will be able to use a portion of the interest
- Book sale at Ferry Festa had a lot of volunteers but low turnout due to the weather.
- Holiday and craft sale scheduled for 12/2-12/4.
- Discussion about hosting a party for Friends members, the Library Board, volunteers, and staff. It would also be an opportunity to officially welcome Erik to the Library. Looking at 12/2

Committee

- Finance
 - Needs to start getting ready for budgeting season
 - J. Andrews is getting updated on the accounts
 - Received a bequest donation
- Personnel
 - Need to develop a director evaluation process
 - Needs to include (a) compliance and (b) areas of strength and growth
 - E. Carlson will ask for templates from other directors
- Policy and Meeting
 - Program Policy reviewed
 - Discussion ensued whether the Library should permit presenters to sell things to the public. If so, should there be a mandatory or suggested donation to the Library for a portion of the sale?
 - Conversation tabled until November
 - Material selection policy reviewed
 - Will be voted on in November
 - Room rental policy reviewed
 - Will be voted on in November
- Nominating committee
 - A. Hendele, J. Golde, and L. Barrett's terms expire in December
 - A. Hendele and J. Golde have volunteered to continue for second terms.
 - A. Hendele will have a new 3 year term.
 - J. Golde will fill in C. Sherman's term.
 - L. Barrett's plans are unknown
 - Nominating committee would like to nominate J. Golde as President, L. Stutz as Vice President, J. Andrews as Treasurer, and J. Illany as Secretary
 - Treasurer is a new role that will need to be defined
 - T. Gordon moved to nominate. A. Hendele seconded.

- o Board will vote at the November meeting
- Trustee Search
 - o Benefit to returning to 9 trustees; gives flexibility to the board
 - o Board will vote to form trustee search committee in November
 - A. Hendele, I. Dominguez and T. Gordon preliminarily volunteered
- Bylaws
 - o Will discuss and vote in November.
 - o A. Hendele will investigate whether we can add the option to extend terms for 1 year.

Announcements

- Next regular meeting is scheduled for November 16, 2022
 - o 3rd Wednesday of each month with no meetings for July and August

J. Golde moved to adjourn T. Gordon seconded, all approved.

Adjournment at 9:25 pm