

BOARD OF TRUSTEES  
Agenda – June 12<sup>th</sup>, 2025

CALL TO ORDER - 5:30pm

Members Present: Olivia Shimkus, Vikki Collazo, Tom Jahn (Zoom), Al Buyck, Charmian Foster, Emily Jones, Kelly Sullivan, Sarah Glose

Not Present: Katie Bowers, Jillian Sandy,

Also Present: Josias Bartram, Sherry Kowalski, Kathleen Shores, James Ingram, Alexander Fisher, Michelle Brandone,

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

No Minutes to approve, two sets of minutes will be approved at the next meeting.

APPOINTMENTS

- Hannah Frey – PT Library Clerk, Local History
  - Former volunteer with the historical society, involved in digitization projects.
  - **Motion to accept appointment: Emily Jones, Second Charmian Foster. Passes unanimously.**
- **Riley Maley-** Librarian I, Youth Services
  - Riley has been serving in the full-time temp position and has now completed her degree. This appointment moves her into a permanent role.
  - **Motion to accept appointment: Al Buyck, Second Sarah Glose. Passes unanimously.**

NEW BUSINESS

- **2026 Budget- Outlook and Approach**
  - The 2026 budget season is underway. Departments have been advised to request flat county funding unless a strong case can be made otherwise.
  - This will be challenging due to payroll needs. Priority is to maintain staffing levels. Some non-payroll reductions may be explored.
  - Budget proposal is due to the Executive Office on June 27. Josias will connect with Colleen Wagner for advisement.
  - Budget meeting with Executive Office is scheduled for July 16. Al and Sherry will join Josias for that meeting.
  - The proposal will go to the Finance Committee and full Board following submission.
- **Peer Support**
  - Personnel concerns have been raised, largely stemming from peer safety issues in the lounge area.
  - Program will be paused until completion of the new security office in the rotunda.

- This pause offers an opportunity to reassess sustainable staffing and possibly incorporate rotation with other agencies, including peers with lived experience in SUD.
- Klee Foundation, which provides significant funding, will be notified.
- Broome Security expressed concern that the program may be contributing to broader security issues. One possible idea is to form a Security Committee that includes community members and local families.

- **Policies-Initial Review**

- Ban Appeal Process
  - This process mirrors the one used for challenged materials. The goal is to create a clear workflow that removes the library director from the appeal process and makes it a solely board of trustees matter.
  - Appeals must be substantive and non-relevant appeals may be dismissed without review.
  - Policy will include details on when someone may appeal an indefinite ban.

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## OLD BUSINESS

- **2024 Annual Report**

- Physical copies distributed.

- **Policies-For approval**

- Collection Development Policy
  - **Motion to accept appointment: Al Byuck, Second Vikki Callazo. Passes unanimously.**
- Child Supervision Policy
  - **Motion to accept appointment: Vikki Collazo, Second Kelly Sullivan. Passes unanimously.**
- Josias will print the and post the child supervision policy and update the website accordingly.

- **Emergency Services MOU**

- The MOU still needs to be finalized. Josias is working on it.
  - Revenue for this partnership is budgeted, but funds will not be disbursed until the MOU is signed.

- **Renovation/ Projects update**

- Bronsky Reading Garden Design
  - Design will be approved by the Friends. \$11,000 has been spent on design, leaving \$39,000 for implementation
  - Landscaping work expected to begin in fall/winter and complete by spring
- Bathrooms, Door/ramp, and security office
  - Final designs are undergoing code review. Once complete, the project will go out to bid.
  - Timeline is about 3–4 weeks behind schedule but remains a priority.
  - Kelly will review the final drawings and bid document
- Solar Panels
  - Roof project was completed this morning! 😊
  - Solar panels will remain on the agenda as old business.
  - Three parking spaces remain occupied by the storage container.

## REPORTS

- **May Financials**

- Overall financials are on track.
- May was a three-pay-period month, leading to temporarily elevated expenses for payroll.
- Revenue is slightly under budget and some electronic access lines are over budget,

may need to increase this line for next year.

- Director's Report
  - Strong data analytics continue to be a hallmark of staff efforts-huge thanks to BCPL staff for their work!
- Committee Reports
  - **Strategic Planning Committee**
    - Feedback from staff highlights that some goals are too broad, and Goal 4 (survey-related) needs refinement.
    - Committee is working to simplify, make goals "SMART," and eliminate duplication.
  - **Nominating Committee**
    - Continue to share graphic for open Board seat.
    - Vice President position is also open, please reach out to Charmian if interested.
  - **Marketing Committee**
    - Supporting nominating efforts and outreach for candidates or subcommittees.
  - **Policy Committee**
    - Ongoing work continues.
  - **Friends of the Library**
    - Meeting next week. More updates to come.

**Motion to adjourn: Charmian Foster, Second Vikki Collazzo. Passes unanimously at 6:32 pm.**