

BOARD OF TRUSTEES

Agenda – July 10, 2025

CALL TO ORDER - 5:30pm

Members Present: Al Buyck, Olivia Shimkus, Vikki Collazo, Kelly Sullivan, Katie Bowers, Charmian Foster, Jillian Sandy, Tom Jahn (remote)

Not Present: Emily Jones, Sarah Glose

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

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

MINUTES: May 8, June 12

- May 8th meeting minutes – **Motion to approve the May Minutes: Vikki Collazo, Second: Jillian Sandy. Passes unanimously.**
- June meeting minutes – **Motion to approve the June Minutes: Jillian Sandy, Second: Al Buyck. Passes unanimously.**

RESIGNATIONS:

- Michaela Gay – Library Assistant (Information Services)
- Violet Kravitz – Library Assistant (Youth Services)
 - They will both be greatly missed!
- **Motion to approve the resignation of Michaela Gay: Olivia Shimkus, Second: Vikki Collazo. Passes unanimously**
- **Motion to approve the resignation of Violet Kravitz: Vikki Collazo, Second: Kelly Sullivan. Passes unanimously.**

APPOINTMENTS: Ethan Mellen – Library Assistant (Youth Services)

- We are so excited to welcome Ethan!
- **Motion to approve the appointment of Ethan Mellen: Vikki Collazo, Second Jillian Sandy. Passes unanimously. Passes unanimously**

NEW BUSINESS

- 2026 Budget proposal
 - Budget narrative: Covers overall what we are asking for. Most of our additional spending requests cover personnel, ranked in order of hiring priorities. There have also been cuts in other areas to account for that.
 - There is an anticipated COLA raise for all staff, which is not yet reflected as the contract with the union is not yet finalized.
 - Contractual expenses are lower than years past, including overall collections

- (not including electronic collections, which has a proposed raise).
- Fees are projected to go down.
- **Motion to approve the budget proposal: Olivia Shimkus, Second: Charm Foster. Passes unanimously.**

OLD BUSINESS

- Policies – for approval
 - Internet Policy
 - Kelly and Josias cleaned this up from what was originally written in the 90's and early 2000's! It's much more relevant and succinct. 📶
 - Library staff are also in the process of reviewing. Board vote will come after this process is finished.
 - Internet users at the library will need to affirm the policy when logging on via WiFi or library desktop.
 - Ban appeal process
 - This was initially discussed by the board in the June 2025 meeting.
 - **Motion to approve the Ban Appeal Process: Al Buyck, Second: Kelly Sullivan. Passes unanimously.**
- Professional development discussion
 - Trustees are required to do 2 hours of PD per year. When completed, please email Al with what you did.
 - 4CLS has many good options.
- Peer Support - update
 - Now hosted by UHS, no longer Catholic Charities (but we are looking forward to them returning once the security office opens!)
 - UHS peers are focused primarily on providing very concrete resources
 - Now open 6 hours per week
- Security update: Josias and staff feel security has really improved. Broome County Security is engaged and involved. Bans are helping reduce instances of violence and drug use in the library.
- Emergency Services MOU
 - There is a legit MOU now!
 - This is the template we have been using for years.
 - It now includes a 5-year agreement.
 - It now includes the following paragraph:
 - As required by federal regulation, the emergency services space shall be locked 24/7 and restricted to entry by emergency services personnel only. Due to a Library emergency exit that is currently through the space, this will not be fully achieved until renovations are complete to facilitate a pass around. This work has been agreed upon by Emergency Services, the Library, Broome County

Engineering, and the County Executive's Office and every effort will be made to complete it before this MOU is renewed for 2030. The Director of Emergency Services will coordinate with the Director of the Library to arrange for Library staff to obtain the necessary clearances to enter the space when emergency services personnel aren't working there.

- Is now going through the approval process.
- **Motion to approve the Emergency Services MOU: Katie Bowers, Second: Jillian Sandy. Passes unanimously.**

- Renovation/Projects update
 - Still in code review
 - Reading Garden design is finished and paid for
 - A bird bath will be installed in honor of Midge Durgin, a beloved Friends member who recently passed away. 🕊️

REPORTS

June Financials

Director's Report

- County is migrating from PeopleSoft to Oracle's cloud-based software for HR and financials. This is a 3-year process. The budget software is in place and worked great this year! Payroll will be in action by 2026.

Staff Reports

- Farm to Library is up and running! Unfortunately, Cutler Garden was badly damaged in the storm last week and this will likely affect their ability to offer donations this year.
- All Ages Pride event doubled in size!
- Summer programs have been well attended 🌂
- New art exhibit is now up

Committee Reports

- Executive
- Strategic
- Finance
- Nominating
 - Sarah Glose nominated for Vice President of the Board.
 - **Motion to approve Sarah Glose as Board VP: Charm Foster, Second: Al Buyck. Passes unanimously.**
 - Candidate for new Binghamton resident trustee will be attending the board meeting in August!
- Personnel
- Marketing
- DEI

- Policy
- Ad Hoc
- Friends
 - They will be holding election for new president in January
 - Working on the 25th anniversary celebration for Fall
 - Will include a murder mystery in the library! 🔍
 - Let Josias know if you'd like to be involved
 - Book sales will continue!

Motion to adjourn: Kelly Sullivan, Second Al Buyck. Passes unanimously at 6:23pm.