

BOARD OF TRUSTEES

Regular Session Meeting Minutes – January 9, 2025

Meeting opens: 5:32pm

Members Present: Jeffri Boisvert, Al Buyck, Jillian Sandy, Olivia Shimkus, Sarah Glose, Charmian Foster, Tom Jahn, Vikki Collazo, Kelly Sullivan, Katie Bowers, Emily Jones, Kate Miller-Corcoran

Not Present:

Also Present: Josias Bartram, Laura Haynes, Michelle Brandone, Rebecca Stone, Sherry Kowalski, Alex Fisher

CALL TO ORDER - 5:32pm

AMENDMENTS TO THE AGENDA

PUBLIC COMMENTS

MINUTES: December 12, 2024

Motion to accept the minutes: Vikki Collazo, Second Jillian Sandy. Passes unanimously.

NEW BUSINESS

- Nominating Committee
 - Nomination for Officers:
 - President: Al Buyck
 - Vice President: Jeffri Boisvert
 - Secretary: Katie Bowers
 - Treasurer: Vikki Collazo
 - Call for alternative nominations:
 - None
 - **Motion to accept the nomination: Sarah Glose, Second Charmian Foster. Passes unanimously.**
- Committees
 - Executive Committee: Al Buyck, Jeffri Boisvert, Katie Bowers, Vicki Collazo
 - Discussion about if community members can appoint community members to lead committees, for example, Kate is a good candidate to continue leading

Strategic Planning. Agreed that this can be delegated by the Chairperson as needed/determined appropriate.

- Strategic Planning:
 - Chairperson: Kelly Sullivan
 - Members: Charmian Foster, Kate Miller-Corcoran (Community member and appointed lead)
- Finance:
 - Chairperson: Vicki Collazo
 - Members: Al Buyck, Olivia Shimkus, Tom Jahn
- Nominating:
 - Chairperson: Charmian Foster
 - Members: Vicki Colazzo, Sarah Glose, Jillian Sandy
- Personnel:
 - Chairperson: Al Buyck
 - Members: Jeffri Boisvert, Vicki Collazo, Olivia Shimkus
- Marketing:
 - Chairperson: Jillian Sandy
 - Member: Sarah Glose
- DEI:
 - Chairperson:
 - Members: Jeffri Boisvert, Emily Jones
- Policy:
 - Chairperson: Sarah Glose
 - Members: Katie Bowers, Kelly Sullivan, Jeffri Boisvert
- Proposed ad hoc committee - Construction Project Management:
 - Chairperson: Kelly Sullivan
 - Members: Jeffri Boisvert
- Four County Library System/ BCPL Liaison (attend meetings 6x per year, maintain relationship with 4CLS):
- Friends of The Library Liaison (attend semi - meetings monthly at BCPL): Sarah Glose

- Update on approval of new trustees
 - Three trustees on the January agenda for County Legislature. Once confirmed, will be full voting members: Tom, Olivia, and Emily
- 2025 Board Policies & Documents
 - Board Recognition
 - What do we do to honor exemplary service to the board/library? Ideas:
 - Plaque
 - On recognition wall, or
 - In particularly meaningful place to the person in the library
 - Rename room/area of library
 - Usually this is reserved for large donations
 - Also what if the room changes use/location/etc?
 - Event - name event after member
 - Depends on who the host of the event is - we don't host all the events in the library
 - A recognition event should be hosted regardless, or it should be a special portion of an existing event (like the Friends Gala)
 - Resolution from the County Executive
 - Our favorite ideas are plaque, event presentation, and resolution
 - **Motion to delegate decisions around formal recognition of past board members to the Executive Committee: Sarah Glose, Second Kelly Sullivan. Passes unanimously.**
 - Board Chronology
 - BCPL Trustees – 2025 (new format): Format has changed - provide feedback to Josias
 - 2025 Organizational Chart
 - Green positions represent new positions - we've grown a lot!
 - We have one vacancy for a part-time clerk.
 - Board documents logins
 - Can everyone log in? Yes!
- Required trustee education
 - Professional development
 - Two hours of training are required for all BCPL board members
 - Send completed form/certificate to AI and Josias
 - NY Sexual harassment prevention training
 - Required for all BCPL board members (by NYS)
 - If you already do this training through work, you don't have to do it again. Just document and send to AI and Josias.
 - If you don't receive this training through work, talk to Josias

- Requires approval
 - BCPL Trustees – 2025 (new format)
 - We like the new format - easy to read, highlights committee assignments, etc.
 - 2025 Holiday Closing Dates (new format)
 - **Motion to approve Holiday Closing Dates: Sarah Glose, Second Jeffri Boisvert. Passes unanimously.**
 - 2025 Schedule of Meetings
 - **Motion to approve Schedule of Meetings: Al Buyck, Second Sarah Glose. Passes unanimously.**
- Hoopla contract
 - E-books and audiobooks. We pay for this individually, but carry along several other libraries on the contract.
 - One-year contract expiring at the end of March. Want to vote now to allow continuous service.
 - Last year we did \$30K, this year we put \$48K. This reflects a realistic estimate of what we will be spending.
 - **Motion to approve Hoopla contract: Jillian Sandy, Second Al Buyck. Passes unanimously.**

OLD BUSINESS

- Bylaws
 - Questions: none
 - **Motion to accept: Charmian Foster, Second Vikki Collazzo. Passes unanimously.**
- Security/trespassing incident - update
 - Have a meeting with BC Security and the County Executive's office next week.
 - Why was Josias not notified earlier?
 - Why weren't motion detectors set off?
 - Request for more consistency in officers assigned to the library
 - Expecting meeting to be positive and productive
- Emergency Services MOU
 - Discussion continues - not yet ready to present for vote.
- Renovation/Projects update
 - Progress has been made! Had meeting with new Deputy Commissioner for Engineering. Went through priority order and Josias is feeling positive that this is the year that we'll get these projects done:
 - Downstairs bathroom reno

- Door to garden
 - Discussion about signage and use as emergency exit (can't be used for this, because the garden can be locked.
- Security office off of rotunda

REPORTS

- December Financials
 - Spent the whole budget without going over! Woo!
 - Still a few utility payments that will clear
 - Revenue is still coming in from the city and the state - with this, we will come in over on revenue, which makes this a great revenue year!
- Director's Report
 - Currently have the best team since Josias started!
 - Still have one PT vacancy and one FT librarian out on long-term medical leave
 - Josias and Sherry will be engaging in a staffing needs assessment to make sure people are properly allocated and address need for increased staffing
 - CSEA contract expires this year, so we will be involved in negotiations this year.
 - Format for financial reports will be changing this year - will mesh better with what Josias downloads from the new county system.
 - Received \$2,000 from the Rumble Ponies - thank you, Rowdy! 🐎🏈
 - Procedure for longer bans update - the bus station has started issuing bans. This will be considered as a data point if patrons become violent/otherwise highly disruptive in the library requiring a ban.
- Staff Reports
 - Liked the section around circulation
 - Excited about the art cart!
- Committee Reports
 - Hit up the marketing committee if you want help with attaching community members
- Friends
 - Annual meeting (with officer elections) is this month
 - Book Sale schedule is out! A few fewer sales this year, which makes sense because they did *so many* last year.
 - John Spencer is running meetings while JoAnne is out.
 - Josias is on the hunt for an exciting big name speaker for the Gala!
 - They are also looking for sponsors for the Gala - reach out if you are interested in helping!
- **6:48pm Motion to Adjourn: Kate Miller-Corcoran, Second Jillian Sandy. Passes unanimously.**
- Meeting adjourns: 6:48pm