

In attendance: Josias Bartram, Peter DeWind, Charmian Foster, Kate Miller-Corcoran, Jill Kissick-Castro, Katie Bowers, Jennifer Church, Al Buyck, Vikki Collazo, Jenn Church, Sarah Glose, Laura Haynes (library staff), Rebecca Stone (BOCES)

CALL TO ORDER - 5:31pm

PUBLIC COMMENTS - none

GUESTS - none

AMENDMENTS TO THE AGENDA

- Jeffri's sick, so vote about his continuation on the board is postponed to next meeting (June)

Agenda – April 27, 2023

MINUTES: March 9, 2023 Approved: Motioned by Jill Kissick-Castro and 2nd by Katie Bowers, passes unanimously

OATHS – New Trustees Vikki Collazo, Al Buyck read the oath together. Welcome to the board, Vikki and Al!

APPOINTMENTS & RESIGNATIONS - none

NEW BUSINESS

- Contracts:
 - Four County Library System – purchasing agreement
 - Standard renewal, standard rate. Processing fee for cataloging books. Approved: Motioned by Charmian Foster and 2nd by Sarah Glose, passes unanimously
 - Presentation Concepts Corporation - maintenance agreement for Decker Room AV
 - With revised policy, we are seeing an increase in use of the room! Beating pre-COVID bookings, yay!
 - We have previously looked into cheaper services - they don't really exist.
 - Approved: Motioned by Al Buyck and 2nd by Jill Kissick-Castro, passes unanimously
 - Presentation Concepts Corporation – upgrade to Deck Room AV
 - One time purchase of \$31K. Exists in the budget.
 - Does not include hybrid meetings tools - that will be a separate update.
 - Approved: Motioned by Jill Kissick-Castro and 2nd by Sarah Glose, passes unanimously
 - Image Integrator - maintenance agreements for microfilm readers
 - One of our oldest contracts - also our oldest equipment!
 - Very slight increase - only \$20 higher.
 - These machines get serviced regularly (because they are quite old).
 - A lot of what we have is digitally available, but not the hyper-local documents - those will likely be here long term because digitizing is very expensive.
 - Approved: Motioned by Vikki Collazo and 2nd by Kate Miller-Corcoran, passes unanimously
 - Midwest Tapes – Hoopla e-book and digital content platform
 - Renewal of contract for one year.

- This was supplemental to Overdrive. Two reasons: it's on demand, and it has a more expansive collection.
 - Want to get more investment in Overdrive across the
 - There are a lot of competing services for libraries to rent e-books/digital materials.
 - We pay per use - the more we promote it, the more users we get, and the more we pay.
 - Approved: Motioned by Sarah Glose and 2nd by Kate Miller-Corcoran, passes unanimously
- Amendment to the 2023 BC Capital Improvement Program (CIP) - \$100k for Library improvements
 - Will be on the May agenda for county
 - A portion will go for the front doors, and the rest will go to renovating the bathrooms and the new door to the garden from the children's room.
 - Motion to accept the amendment. Approved: Motioned by Vikki Collazo and 2nd by Charmian Foster, passes unanimously
- E-Rate – 2023 Letter of Agency and Form 479
 - Funding we receive, managed by 4CLS - we need to authorize both the letter and form to allow them to do that.
 - Approved: Motioned by Charmian Foster and 2nd by Kate Miller-Corcoran, passes unanimously
- Postponed to next meeting due to illness: Executive Committee – recommendation on the continuation of Jeffrey Boisvert as a trustee after three consecutive absences

OLD BUSINESS

- 2022 Annual Report
 - Laura presented on the design process of the report and how it incorporates the new branding
 - Adding Board of Trustees to back cover
 - In the past, the report has only gone on the website. This addition is so nice we will be printing and sending to supporters and advocates for the library!
 - Approved: Motioned by Sarah Glose and 2nd by Al Buyck, passes unanimously
- Nominating Committee
 - 2023 committee assignments
 - [Form went out to sign up for committees](#) - we can have up to 5 on a committee. JoAnne is involved with all of the committees in her role as president.
 - Finance
 - Al, Kate, Peter
 - Strategic Planning
 - Kate, Charm, Sarah, Jeffri, Jill
 - Nominating Committee
 - Katie, Charm Jeffri, Sarah, Kate
 - Personnel
 - Al, Vikki, Jeffri
 - Marketing
 - Vikki, Jeffri, Sarah, Kate, Jennifer
 - DEI
 - Jeffri, Jill, Katie, Jennifer
 - Policy Review
 - Jeffri, Jill, Katie

- Approved: Motioned by Katie Bowers and 2nd by Vikki Collazo, passes unanimously

Reports

- Friends got a grant for the Farm to Library program (free veggies for the community!) and the cooler has also been approved
- Security
 - Meeting held to address communication between library staff and officers. Things are improving.
 - Some patrons have been banned recently due to major issues - fights, etc.
 - Staff feels safer.
 - Some patrons are sent to CPEP at UHS, some to Broome County Jail due to lack of mental health support in the county.
 - Related: Health Department is writing a big federal grant for harm reduction, we submitted a letter of support.

Next meeting is the 2nd Thursday in June.

Motion to adjourn, 6:13pm: Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Al Buyck, passes unanimously.

REPORTS

March financials

Director's Report

Staff Reports

2022 Annual Report

Committee Reports