

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 03.10.22

Members Present: Jeffrey Boisvert, Katie Bowers, Peter DeWind, Jennifer Embree, Charmian Foster, Sarah Glose, JoAnne Hanrahan, Jill Kissick-Castro, Sara Tarricone, Emily Wall

Also Present: Josias Bartram, Allen Buyck, Jennifer Church, Sherry Kowalski

Call to Order: J. Hanrahan called the meeting to order at 5:32pm on Thursday, March 10th.

Public Comments: None

Amendments to the Agenda: None

Minutes of Last Board Meeting: J. Kissick-Castro made a motion to approve the previous board meeting minutes, which was seconded by E. Wall. Passed unanimously.

Appointments and Resignations: Motion to approve the three new hires (Taru Baylor, Laura Haynes, and Ethan Mellen) made by J. Boisvert, which was seconded by J. Kissick-Castro. Passed unanimously.

New Business:

Closing Dates

There were revisions to the 2022 library holiday schedule to clarify overtime days as well as closing on Saturdays for certain holidays that land on Sunday this year. Motion to approve these changes, pending approval by personnel, by S. Glose and seconded by J. Embree. Passed unanimously.

Patron Code of Conduct

The patron code of conduct has been updated to reflect new concerns not addressed in the previous 2011 version. K. Bowers mentioned that social media guidelines are also important to this topic, along with computer guidelines. Motion to approve the revised code of conduct, after adding provisions for library sanctioned athletic equipment and pending legal approval, made by J. Kissick-Castro and seconded by J. Boisvert. Passed unanimously.

Annual Report

Revision needed to the annual report to remove unnecessary financial information from the County. Motion to approve the annual report, with these revisions, made by K. Bowers and seconded by C. Foster. Passed unanimously.

The community annual report will be designed to be printable and sent to legislators when we release it to the public.

Hoopla

Pay-per-use eContent platform usable only by the BCPL with the barcode present on our library cards. Prices and usages have stayed constant. Motion to approve made by P. DeWind, seconded by E. Wall. Approved unanimously.

PCC Maintenance Contract

The contract for the Decker room A/V maintenance needs to be renewed now that the new equipment is installed. Motion to approve made by J. Kissick-Castro, seconded by J. Boisvert. Passed unanimously.

Diversity, Equity, and Inclusion Plan

The DEI committee added updates to the technology, anti-racist, and cultural competency training. There was conversation regarding accessibility, both what the library has already implemented and what is planned for the future. Motion to accept the DEI Plan, with the understanding that it is a living document and will be updated as necessary, made by S. Tarricone and seconded by C. Foster. Passed unanimously.

Old Business:

Rug Fair Quote

The quote has been updated to eliminate the circulation workroom and emergency services center to counterbalance the increase in overall costs. Motion to approve the updated quote made by E. Wall and seconded by J. Kissick-Castro. Passed unanimously.

EnvisionWare Contract

Contract now includes the self-checkout kiosk replacement and the new library document station, which includes scanning to phone or email and internet fax capabilities, as well as mobile printing capabilities. The bulk of this is paid for by IT, with the exception of the increase which comes from expenses. Motion to approve this contract made by J. Boisvert, and seconded by K. Bowers. Passed unanimously.

Friends Annual Appeal

The Friends now have a Paypal account to process online payment, set up by K. Miller-Corcoran. S. Tarricone mentioned waiting on the follow up by Kathy Groover for the Board's next steps for the appeal. J. Hanrahan mentioned that the last reception went well and had good community outreach.

Director's Report:

J. Bartram mentioned that in the future his reports will focus on a more specific rotation of topics, due to time constraints.

Closing Comments:

J. Boisvert mentioned that the Marketing Subcommittee might consider compiling an outreach packet for the library's community partners.

Meeting lost quorum at 6:35pm.

*Respectfully submitted,
Jeffrey Boisvert*