

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 07.14.22

Members Present: Jeffrey Boisvert, Peter DeWind, Jennifer Embree, Charmian Foster, JoAnne Hanrahan, Kate Miller-Corcoran, Sarah Glose

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

Members Absent: Katie Bowers, Jill Kissick-Castro, Sara Tarricone, Emily Wall

Call to Order: Due to the connectivity issues of J. Hanrahan; P. DeWind called the meeting to order at 5:38pm on Thursday, July 7th.

Public Comments: None

Amendments to the Agenda: Meeting room policy discussion has been moved to the next board meeting.

Minutes of Last Board Meeting: C. Foster made a motion to approve the previous board meeting minutes, which was seconded by K. Miller-Corcoran. Passed unanimously.

New Appointments: Hannah Hertzler has tendered her resignation and Nicole Paolillo will be moving to fill the position of part-time clerk. The library now has an open Library Assistant position. Motion to accept the resignation of Hannah Hertzler by J. Boisvert, seconded by K. Miller-Corcoran. Approved unanimously. Motion for the appointment of Nicole Paolillo to the part-time clerk position made by J. Boisvert, seconded by C. Foster. Approved unanimously.

New Business:

2023 Budget Proposal

J. Bartram reports and positive and collaborative meeting with the county regarding the budget. Revenue, due to the Assigned Counsel program, is up, as is state aid. The contributions from the city have had the standard increase and our overall expenses are down, including county chargebacks; in part because of the custodial position that has been transferred to the library from DPW. Most of the increases seen with expenses are fairly small and due to inflation increases with outside contracts. J. Bartram is looking to expand the library administrative staff with an assistant director position and upgrading the part-time account clerk position to a full-time position. IT chargebacks have dropped tremendously and better reflects how we use said chargebacks. Motion to approve the budget as a whole made by S. Glose, seconded by K. Miller-Corcoran. Approved unanimously.

MOU for the 911 Emergency Call Center

J. Bartram mentioned that the names in the MOU have been corrected and that Patrick Dewing will attend a future meeting to discuss the relocation of the center to a location more beneficial to all parties.

Community Foundation Grant and Kresge Grant

The library received full amount (\$30k) that was requested. It will be used for an expanded STEAM literacy and bilingual story time program (English and Ukrainian), all through the Friends of the Library. Motion to move forward with this program made by J. Boisvert, seconded by J. Embree. Passed unanimously.

Tioga Downs Grant

J. Bartram mentioned that the next grant application is through the Tioga Downs Foundation, which funded our past accessibility initiatives (auto doors, special computers). The next focus will be for signage and accessible furniture. Partners from STICK and from Association for the Visual RE (AVRE) made suggestions such as high-contrast striping on stairs and moving the handicapped parking spaces closer to the front doors.

Old Business:

"Exceptional Circumstances" Zoom Attendance

We still need clearer language as part of our policy. It was noted that we need to keep accessibility in the forefront. It was suggested to look into how the city and county are handling this with AV technology.

Construction Aid Grant

J. Bartram noted that 2021-2022 grant is the one we are receiving funding for now. It has added over 100k to our project budget; which includes the main bathrooms and the exit to the garden from youth services. Motion to approve the revision (adding \$128,023) to the funding by P. DeWind, seconded by J. Boisvert. Passed unanimously.

Director's Report:

J. Bartram reports that the carpet installation is almost completely done and the painting work has been completed. The next step is finishing youth services and the old administrative suite. Security cameras are slated to be installed in August; we got an extension due to supply chain issues. Supplemental AC has been installed in the public lounge space of the rotunda.

Friends Update:

The permanent booksale room has been completed and had a great result from the first sale. The Friends are planning to have twelve sales a year, as opposed to seven. Updated MOU with the Friends is upcoming.

Motion to adjourn made by P. DeWind, seconded by K. Miller-Corcoran. Passed unanimously.

Meeting ended at 6:41pm.

*Respectfully submitted,
Jeffrey Boisvert*