

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes – 9.5.22

**Members Present:** Katie Bowers, Peter DeWind, Jill Kissick-Castro, Emily Wall, JoAnne Hanrahan, Kate Miller-Corcoran, Charmian Foster, Sarah Glose,

**Absent:** Jeffrey Boisvert, Jennifer Embree, Sara Tarricone

**Also Present:** Sherry Kolwalski, Laura Haines, Josias Bartram

**Call to Order:** J. Hanrahan called the meeting to order at 5:32pm on Thursday, September 8<sup>th</sup>.

**Public Comments:** None

**Amendments to the Agenda:** No new amendments to the agenda.

**Minutes of Last Board Meeting:** K. Miller-Corcoran made a motion to approve the July meeting minutes. Motion seconded by P. DeWind. Passed unanimously.

**Appointments and Resignations:**

The library needs to fill the Library Assistant role in the Reference Department after the previous Library Assistant requested a transfer to a part-time Clerk position. A new Custodial Worker is also needed after Stanley Babola resigned. Michaela Gay will be the new Library Assistant and Shantice Corbett will be the new Custodial Worker.

J. Kissick-Castro made a motion to accept both appointments, which was seconded by C. Foster. The motion was approved unanimously.

**New Business:**

*NYLA Conference*

Four staff members wish to attend. Looks very exciting and valuable to both attend and present at. Normally we have enough to cover travel and PD - was moved out.

Motion to accept the budget for the NYLA conference, with the addition of \$120 per diem for Kelsey, which was left off the original budget draft. E. Wall motioned to allow the payment of no more than \$3,000 for all interested staff to attend NYLA Conference, which was seconded by K. Miller-Corcoran. The motion was approved unanimously.

*Interlibrary Loan Fee*

When the library got rid of fines and fees, the library left a \$5 fee for interlibrary loans from outside the Four County Library System. This used to be a very popular program but has tanked with the \$5 fee. The Reference Department would like to waive the fee to see if the program picks back up. We would need

to look into other shipping options, possibly on the state UPS contract. Looking to start this fee-less program in January 2023.

Board discussed explaining the cost of the program to patrons and leaving the option for patrons to donate to support the program, as well as exploring lower fees, applying fees only to patrons who did not pick their books up, and limiting the program only to books that are not in the BCPL or Four County Library System.

Staff expects that it may take several months for the program to return to pre-fee levels of popularity. The library will establish a webform for patrons to place orders for the interlibrary loan following the launch of the website.

#### *Rescheduling remainder of 2022 meetings*

Board Secretary J. Boisvert will no longer be available for Thursday meetings. We need to reschedule to Tuesdays or Wednesdays in the 2nd week of the month.

E. Wall motioned to move the meetings to the 2nd Tuesday of the month until the end of 2022, which was seconded by J. Kissick-Castro. The motion was approved unanimously.

#### **Old Business:**

##### *Meeting Room Policy*

The new meeting room policy has been drafted and had legal review. There are a couple tweaks to make and we will vote on the final draft in October. The new policy moves rooms from a revenue source to a community service. Library will have first priority, then City/County, then Community.

Suggested that we encourage patrons to choose the smallest room appropriate to the size of their meeting. Josias will talk with the developers about automated options.

##### *Website update*

- Launch date - currently the first week of November, when the staff will be at NYLA. Going to reconsider this. Staff members are currently working (and being paid) overtime to create the content.
- Portraits - Josias would like to bring in a professional photographer from SUNY Broome to do Staff/Trustee photos - a serious and whimsical option. Portraits are not mandatory. Most Staff/Trustee will be doing them. Josias will follow up about dates.
- Volunteers needed to review policies - Some of the policies have not been reviewed for 5+ years. All need to be reviewed to make sure published policies/links/emails/values match current practices. J. Boisvert, K. Miller-Corcoran, E. Wall and J. Kissick-Castro will be reviewers.

##### *Hybrid board meetings and "extraordinary circumstances" under Open Meeting Law*

We will know on Sept 14th if the current Executive Order is being extended.

##### *Kresge Grant*

Good news! Grant to fund \$47,000 (\$30,000 we applied for, and an additional \$17,000 to cover inflation) approved!

#### *Community Foundation Grant*

Good news! Grant to fund \$5,000 for foreign language children's books was approved!

#### *NYS Construction Aid*

The library is currently remodeling the up and downstairs bathrooms and the door to the garden from the children's wing with 2022 Construction Aid. Library would like to apply for 2023 NYS construction aid and a match for a new youth services desk, new front doors for the library, and a new security station in the rotunda. The front doors shut too quickly, creating a barrier for disabled patrons.

Discussed the appearance and functionality of the security station and how to make sure the entry to the library does not become unwelcoming.

J. Kissick-Castro motioned to approve applying for NYS Construction Aid for next year, which was seconded by S. Glose seconded. The motion was approved unanimously.

#### *Sara Tarricone*

Sara has resigned from the board following 5 years of service. She held a Broome County at large seat. We will be looking to initiate a search for a new Trustee. Josias will email the members of the nominating committee to follow up.

#### *Budget Update*

The budgeting process is looking very positive, our requests (plus a little extra!) have made it into the County Executive's budget. The County Executive is giving his budget address next week, September 14th at 6pm. We will need to begin planning for the additional hires we requested, should the current budget be approved.

#### *Board Packet Format*

Everyone likes the new format Josias used this month for the board packet. Will be adding additional headings.

#### *Envisionware Mobile Print*

Up and running officially!

#### *Dumpster*

Application has been submitted to the Traffic Board. We have mostly used traffic cones to keep people from parking too closely to make sure that trucks are still able to empty the dumpster.

K. Miller-Corcoran made a motion to end the Board meeting, which was seconded by S. Glose. The motion passed unanimously.

**Meeting ended at 6:42pm.**

*Respectfully submitted,*

*Katie Bowers (taking notes in absence of Jeffrey Boisvert)*