

Broome County Public Library

Board of Trustees

Regular Session Meeting Minutes – 01.11.24

Members Present: Jeffri Boisvert, Al Buyck, Vikki Collazo, Charmian Foster, Sarah Glose, Jill Kissick-Castro, Kate Miller-Corcoran

Not Present: Katie Bowers, Joanne Hanrahan

Also Present: Josias Bartram, Monica Buckley, Imara deMontfort, Laura Haynes, Judd Karlman, Sherry Kowalski, Roger Luther, Chad Miller, Jillian Sandy, Kathleen Shores, Rebecca Stone

Call to Order: K. Miller-Corcoran called the meeting to order at 5:30pm on Thursday, January 11th, 2024.

Amendments to the Agenda: None

Public Comments: R. Luther gave a presentation of the “Green Man” salvaged from a local Binghamton building when it was demolished. The Preservation Association of the Southern Tier has made concrete copies and they would like to donate one to the library reading garden. M. Buckley spoke about the BCPL being the only local library with a local history department, which is also linked to the county historian. She spoke about the services that they provide, such as local genealogy and city history.

There was a motion to accept the “Green Man” donation by C. Foster, seconded by J. Kissick-Castro. Passed unanimously.

Minutes of Last Board Meeting: Motion to approve the minutes from the previous meeting was made by V. Collazo, seconded by S. Glose. Passed unanimously.

Appointments/Resignations: Violet Kravitz, who was a part-time library clerk, has been promoted to Library Assistant, a new position in Youth Services.. Motion to accept this appointment was made by J. Kissick-Castro, seconded by A. Byuck. Passed unanimously.

Ismael Waldron was terminated from the role of custodial worker. Motion to accept this termination was made by A. Byuck, seconded by J. Boisvert Passed unanimously.

New Business

J. Bartram mentioned having a new Trustee Orientation and Tour at 4:30pm before the next board meeting as well as granting access to the Google Drive. Board pages on the website has had names updated, but photographs need to be scheduled for new members

Committee assignments were discussed. The executive committee was voted on in the last meeting.

Strategic Planning: K. Miller-Corcoran, C. Foster, C. Miller, J. Kissick-Castro

Finance: A. Byuck, J. Hanrahan, K. Miller-Corcoran, C. Miller

Nominating: K. Miller-Corcoran, C. Foster, V. Collazzo
Personnel: J. Hanrahan, J. Boisvert, A. Byuck, V. Collazo
Marketing: J. Sandy, S. Glose
DEI: J. Boisvert, J. Kissick-Castro, K. Bowers
Policy: J. Kissick-Castro, J. Boisvert, K. Bowers

Motion to accept these assignments made by A. Byuck, seconded by J. Kissick-Castro. Passed unanimously.

Strategic Plan final review is happening over the next week; the Board is asked to weigh in during that period. The latest community survey wanted more programming, more comfortable seating, more marketing, and non social media channels to distribute that information. Patrons are happy with the collections.

Old Business

Code of Conduct: The current draft is being reviewed and staff feedback will be added next; the Board is asked to weigh in as well. The primary goal is to make the code friendlier and add clarity. Staff wants a clearer review process for situations where someone is banned. J. Bartram will explore better email options for the Board, especially the board process.

Emergency Closing Policy: The policy has been revised to follow the Binghamton school system closures/delays to help prevent situations of staff arriving when the library has been closed.

Motion to accept the policy edit made by J. Kissick-Castro, seconded by C. Foster. Passed unanimously.

Binghamton Downtown Scale Model: There was discussion of accepting and restoring a scale model of Binghamton that currently resides in City Hall.

Motion to accept the model made by J. Boisvert, seconded by V. Collazzo.

Community Foundation Grant: J. Bartram informed the board that we applied for an received some additional grant funding that needs to be spent through county purchasing. He would like to use it to stock the period pantry.

Motion to accept the grant money made by V. Collazzo, seconded by J. Kissick-Castro. Passed unanimously. K. Miller-Corcoran mentioned that those with end-of-year flex spending might consider using it to donate products.

Maintenance Contracts: J. Bartram presented the standard annual contract for Presentation Concepts that covers the audio-visual system in the Decker room; which has been upgraded with wireless microphones, phone/tablet connectivity, and a permanent laptop podium.

Motion to approve the contract made by A. Byuck, seconded by S. Glose. Passed unanimously.

J. Bartram presented the standard annual contract for Image Integrator, which covers the microfilm machines and local history equipment.

Motion to approve the contract made by C. Foster, seconded by J. Kissick-Castro. Passed unanimously. A. Byuck mentioned digitizing that media, which is currently in discussion.

Schedule of Board Meetings: J. Bartram will be gone during March and April. The March board meeting will be canceled, so that S. Kowalski can focus on the other director duties she will be assuming in the interim. The April board meeting will be moved to the end of the month, the 25th, to allow for J. Bartram's attendance.

Motion to change the schedule made by J. Kissick-Castro, seconded by V. Collazzo. Passed unanimously.

J. Bartram reminded the board to ensure their contact information is up-to-date.

Reports

J. Bartram covered changes within the budget as he continually strives to consolidate and clarify spending.

J. Karlman spoke about community building in the library's programming; hiring people to get programs started then handing them over to passionate community members. He used the example of the adult coloring club, which is essentially run by a group of engaged patrons.

J. Kissick-Castro spoke about the DEI committee meeting last week and discussion with staff. A follow up meeting will be held to discuss joint staff/board training.

Motion to adjourn made by A. Byuck and seconded by J. Kissick-Castro. Passed unanimously.

Meeting ended at 6:57pm.

*Respectfully submitted,
Jeffri Boisvert*