

BOARD OF TRUSTEES

Agenda – May 8, 2025

CALL TO ORDER - 5:30pm

Members Present: Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster, Jillian Sandy, Emily Jones

Not Present: We're all here! 🎉

Also Present: Josias Bartram, Sherry Kowalski, Kathleen Shores, James Ingram, Michelle Brandone, Rebecca Stone, Alex Fisher

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

APPOINTMENTS & RESIGNATIONS: None

MINUTES: April 10, 2025

- Amendments:
 - Josias has a correction – update to Friends bullet point
 - Michelle has a correction – Kelly to Kelsey
- **Passes unanimously pending these corrections.**

NEW BUSINESS

- Security progress and updates
 - Many security challenges continue
- System upgrade and new procedures
 - Security system has been fully updated
 - Motion sensors are active throughout the building
 - There are additional panic buttons in meeting rooms and staff offices (wall)
 - There are some under desks
 - Panic buttons go to Sentry Alarms, who contacts dispatch and Josias
 - New control panels for the alarm systems
 - Additional panel for custodial staff
 - There's now a manual procedure to set the alarms when the last person leaves
 - Josias, Sherri, and Nick have an app version; there's more control
- Relationship with Broome Security
 - Relationship with Broome Security - Growing stronger! Probably because we are utilizing them more - everyone has something to do and we're getting good support.
- Upstairs bathrooms, eating area, garden, bus stop
 - The eating area policy has been implemented and going well.
 - Partially closing the garden has helped us understand when people most utilize the garden - this is helping us to plan programming for children and the general public there.
 - The bus stop remains an area of congregation for a number of people who

have received library bans.

- Suggestion to flip the bus stop so it faces the street, not the library.
- Last month, we voted on locking the upstairs bathrooms for a month, with Literacy Volunteers and some library staff able to let people in as needed, while avoiding people doing illicit substances in there. It's helped a lot. Josias puts forward a proposal to keep them locked until the renovations are done. We can vote on this now, or vote on it month by month.
- If current drug use/incident trends change before the renovation finishes, Josias will bring reopening the bathrooms to the board.
- **Motion to keep the upstairs bathrooms locked until the completion of the renovation: Sarah Glose, Second Charmian Foster. Passes unanimously**
- Bans: indefinite bans, appeals
 - Bans have been increasing because there has been an uptick in incidents (this is across the county, not just at the library).
 - Security found someone actively using substances in the bathroom.
 - Someone stole art directly off the wall in the middle of the day.
 - We want rotating public art exhibits, but understandably the artist has removed the rest of his art.
 - We are improving how we secure art to the walls.
 - Someone broke into the garden by snipping the chains.
 - We need to formalize the appeals process. No one has utilized the appeals process, but someone will want to at some point, and we need to have a policy around who speaks, how much time is allotted, etc.
 - Policy Committee & Alex Fisher will have an adhoc meeting to develop a formalized policy
- 2024 Annual Report – for the community
 - Laura once again has done beautiful work! This is the best one yet. There's a lot more whimsical detail. We love it, thank you Laura!!! 🎨🌸
 - The Peer Support section is particularly well done!
 - **Motion to approve the annual report: Kelly Stone, Second Sarah Glose. Passes unanimously**
- Policies – initial review
 - We have three policies to review. Staff are also reviewing them, so what the board is viewing are at various levels of staff review.
 - Collection Development Policy
 - Includes the challenge process and forms for book challenges. So far, we have had no challenges.
 - Form includes requests for items to be removed, moved, or balanced by adding other materials.
 - This one has been pretty thoroughly reviewed by staff. Please send your feedback to Josias and Sarah. This will most likely be voted on next month.
 - Child Supervision Policy
 - The language has been rewritten to a tone that is warm to families and children and focuses on safety.
 - The policy says children must be “in sight” of their caregivers. What is the caregiver is blind? This line will be revised.

- Internet Policy
 - This has been shortened and consolidated from several separate policies. It also calls the internet the “world wide web”!
 - Includes a user agreement for using the computers and wifi.
- Once all policies have been reviewed and/or revamped, we will put in place an annual review process.

OLD BUSINESS

- Emergency Services MOU
 - Moving toward a 5 year MOU.
 - This is going to involve some renovations, and the County Executive’s Office and Emergency Services all seem to be on the same page as the library.
- Renovation/Projects update
 - Our big construction aid projects are going to bid this month. There is a new engineer at county engineering who is really helping move us forward!
 - Projects: Renovations of the Bathrooms, door/ramp to the garden via youth services, and security office in the rotunda.
 - We don’t know what the cost will be until we get the final bids back, and we will then decide if we are doing all projects or a portion of the projects.
- Library solar panels and roof project
 - The roof is almost done!
 - We haven’t yet determined what we are doing with the solar panels. At present, they are blocking three staff parking spots. 🌞🚗🚗🚗

REPORTS

- April Financials
 - We have two budget columns now to highlight Budget with Transfers.
 - Payroll is on track
 - Electronic materials (specifically Hoopla) is much higher than we budgeted. We will increase the next budget significantly to account for it. If we need to do an adamented contract with Hoopla, we will. We are also working on improving the Libby collection, which is not the same pay-per-use model.
- Director’s Report
- Staff Reports
- Committee Reports
 - Strategic Planning
 - Met twice, once with library staff to go through the goals and what has been completed/what we want to work on next
 - Nominating
 - Currently have put out a call for Binghamton residents to join. We have had one application so far. Send nominations to Charmian.
 - We also need a new Vice President! Charmian will send out an email to the board to solicit nominations.
 - Marketing
 - Worked with Nominating around calls for new board members.
 - Working on tabling opportunities in the Fall at BU.
 - Policy
 - We worked on the policies listed above. Please read them and offer feedback!

- Friends
 - No updates at this time.
 - No meeting this month.

Motion to adjourn: Sarah Glose, Second Al Buyck. Passes unanimously at 6:37pm.