

BOARD OF TRUSTEES

Agenda – December 11, 2025

CALL TO ORDER – 5:30pm

Members Present: Al Buyck, Charmian (Charm) Foster, Tom Jahn, Emily Jones, Jillian Sandy, Olivia Shimkus, Kelly Sullivan

Not Present: Katie Bowers, Vikki Collazo, Sarah Glose

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

GUESTS: Alex Fisher

AMENDMENTS TO THE AGENDA:

Additional report included, Progress Report: Gaming Programs at BCPL

PUBLIC COMMENTS:

The library has displays for Hanukkah and Kwanzaa up; would like to see a Christmas display as well

MINUTES: November 13, 2025

- **Motion to approve the November minutes: Charm Foster. Second: Emily Jones. Passes unanimously.**

APPOINTMENTS & RESIGNATIONS:

- None

NEW BUSINESS

- Board list and chronology
 - Contact information needs to be updated for a couple of board members
 - All board members are asked to review and verify their contact information is accurate
 - The details for the representative for Binghamton City Schools are outdated; Josias will reach out to determine a new representative
- 2026 Schedule of Meetings
 - **Motion to approve schedule of meetings: Kelly Sullivan, seconded by Tom Jahn. Passes unanimously.**
- 2026 Holiday Closing Dates
 - **Motion to approve holiday closing dates: Al Buyck, seconded by Olivia Shimkus. Passes unanimously.**
- Adelphi University social work interns
 - Adelphi has multiple agreements like this across the state and within other states
 - The internship program involves an online student who is pursuing a Master's in Social Work and needs practicum hours.

- There is ongoing discussion about doing something similar with Binghamton University, but requires more setup work; this may be a stepping stone to working with BU in the future
- The process involves Adelphi suggesting a candidate who is interested; BCPL interviews them and has final say over whether the intern would work well at the library
- Interns would spend around 12 hours per week working with BCPL, and 3 hours per week working with the supervisors
- Josias would be the site supervisor; anticipated time for this is around 1 hour per week
 - Question about whether there is sufficient staff time and capacity for this. If the arrangement is not working, BCPL could stop participating after the initial term.
 - Because social work services are in need at the library, the plan would be to monitor and determine if the investment of staff time is worth it / alleviates pressure on employees and meets patron needs.
- The approval of the agreement would be for a current candidate and for future candidates
- **Motion to approve agreement with Adelphi University: Emily Jones, seconded by Tom Jahn. Passes unanimously.**
- Additional security cameras – proposal/quote
 - This quote includes the vendor installing the cameras
 - Josias would like to purchase and install all of the recommended security cameras at one time
 - The BCPL budget is short around \$9,000 for this project
 - The plan would be to go ahead with installation of the cameras using the amount of capital funding BCPL currently has available (around \$21,000)
 - **Motion to approve use of capital funds for by Kelly Sullivan, seconded by Al Buyck. Passes unanimously.**
- 25th Anniversary Event report
 - The events went well
 - The earlier event with the Juice Blenders, the Binghamton High School steel drum band, and cake was well received 🙌🍰
 - Joanne was recognized at the Murder Mystery Party and appreciated this
 - Several people (including staff) asked when the next event would be
 - The event was not a huge fundraiser, but did demonstrate that BCPL can host successful after-hours programming like this

OLD BUSINESS

- Trustee education
 - The majority of trustees have completed their mandatory hours of professional development for the year.
 - Reminder to complete these if you have not yet done so
 - 4CLS has many recordings and other professional development resources available
- Budget updates
 - The library was asked to cut 2% of contractual expenses under the austerity budget and is on track to meet this


- Changes to Hoopla checkouts have made a difference (reduced from 5 per month to 3 per month)
- Construction/projects
 - Building permit secured! 🎉 🎉 🎉
 - Bids are in
 - The bid window was extended by a week, but it is not anticipated that this will affect the project start date
 - Following selection of a winning bid, ordering materials will be the next step
 - Construction should start by the end of February
 - It is not anticipated that the library will have to close, though some areas within the building may need to be closed off during certain stages.
 - The library may not be able to complete all of the projects the building permit allows, due to increased costs of materials and labor
 - Solar panel installation 🌞
 - Kelly has contacted 2 local firms who will estimate costs and put together proposals to complete this work
 - They will need to come to the library to see the scope of the project
 - Funding sources will need to be explored; potentially county, state, grants
 - The project would be environmentally responsible and save money on the library's electricity bill

REPORTS

- Progress Report: Gaming Programs at BCPL
 - A copy of the report was provided to the Friends for renewed funding, which they approved
 - Considerations for D&D (Dungeons & Dragons) programs at the library 🎮
 - There is a limit to how many people can participate in TTRPG (Tabletop Roleplaying Games) like D&D due to the work of the DM (Dungeon Master). Campaigns are typically run with 5 people for 3 sessions.
 - However, the impact is significant for those who can participate, especially as a way to socialize and connect with others.
 - The library offers a session zero that allows people to come in, develop their characters, and learn how to play D&D.
 - There have been some ways to expand reach through programs like mini-fig painting or playing other games (like Blood on the Clocktower) 🕒
 - The waitlist for next year is quite extensive

November Financials

- Some city and state funding hasn't been received yet, so it looks like the library is lower on revenue than we are
- Grants and fund balances not included in this report as BCPL will get those at the end of the year
- The library will receive a preliminary report on the year's budget in January 2026, and final reports in February or later

- Director's Report
 - There was recently an Indefinite ban for a juvenile; this is a case where the board may need to manage an appeal
 - The staff holiday party is next week, December 18
 - Migrating payroll systems is causing some problems
 - The union contract hasn't gone through yet; there will be backpay connected to this that will factor into the library budget
- November Staff Reports
 - Information Services: The nonfiction collection has some outdated information but is being weeded
 - Circulation: the department has been short-staffed when covering desk hours, especially with the open position
- Committee Reports
 - Nominating
 - 3 of 4 currently serving on Executive Committee have agreed to continue in their roles so far
 - Trustees should consider what committees they'd like to serve on in 2026
 - Charm will send a current list of committee membership and descriptions of the committees
 - Policy: will need to work on a security camera policy
 - Friends
 - Currently reviewing funding for adult and youth services programs that are funded by the Friends
 - Their annual meeting is on Saturday, January 18, 2026
 - Members are encouraged to attend
 - There is a book sale this weekend (weekend of Dec 12) 

Motion to adjourn: Charm Foster, seconded by Al Buyck. Passes unanimously at 6:27pm.