

In attendance: JoAnne Hanrahan, Peter DeWind, Charmian Foster, Kate Miller-Corcoran, Jill Kissick-Castro, Katie Bowers, Josias Bartram, Jennifer Church

CALL TO ORDER - 5:40

PUBLIC COMMENTS - none

GUESTS - Shelly Kowalski

## AMENDMENTS TO THE AGENDA

MINUTES: November 8, 2022 - Approved: Motioned by Jill Kissick-Castro and 2nd by Peter DeWind, passes unanimously

## APPOINTMENTS & RESIGNATIONS

- Sherry Kowalski – promotion to Assistant Library Director II - Approved: Motioned by Charmian Foster, 2nd by Jill Kissick-Castro, passes unanimously
- Gavyn Humphrey – appointment to Custodial Worker - Approved: Motioned by Kate Miller-Corcoran, 2nd by Peter DeWind, passes unanimously
- Jackie Nabinger – change to temporary status - Approved: Motioned by Jill Kissick-Castro, 2nd by Charmian Foster, passes unanimously

## NEW BUSINESS

- Trustee Continuing Education Policy
  - Trustees will have to complete 2 hours of training annually. Steve Bachman offers webinar and hybrid options. The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.
  - Next round of orientation classes starts January 25th.
  - If Trustees receive a certificate, that can be sent to JoAnne Hanrahan. Otherwise, there is a self-certification form (provided to Trustees in January email) that Trustees can complete and send to JoAnne Hanrahan.
  - Vote: Approved: Motioned by Peter DeWind, 2nd by Kate Miller-Corcoran, passes unanimously
- Contracts/purchases:
  - NEW: New York Times - digital access, available to our library, plus all the 4 County libraries, and also to anyone, anywhere if they receive a special code from the library
    - Cost: \$3541.20
    - This came from patron demand.
    - Cooking and games are separate sections that we are not currently looking to subscribe to. If there is demand, we can look into this.
    - Vote: Approved: Motioned by Jill Kissick-Castro, 2nd by Charmian Foster, passes unanimously
  - ONGOING/NEW: Proquest – New York Historical Newspapers and Press & Sun-Bulletin on microfilm, - we have done microfilm for a long time, and it's expensive. This would add digital access, and include microfilm with no significant change in cost.
    - Cost: \$5813.
    - Goes back to 1904.

- Can be accessed by anyone in the county, Josias Bartram believes
  - Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Peter DeWind, passes unanimously
- ONGOING: Rug Fair – purchase of spare carpet tiles under NYS contract
  - Rugs are done, yay! We would like to stockpile tiles of the blue carpet, plus some of the brightly colored tiles from the teen and children's sections.
  - Cost: \$7183.38
  - Vote: Approved: Motioned by Charmian Foster, 2nd by Jill Kissick-Castro, passes unanimously
- ONGOING: Friends of the BCPL – MOU for the Book Shop and Permanent Book Sale Room
  - Previous MOU covered 2016 - 2018. Time for an update!
  - Want to change dates, addition of the permanent bookshop room, and take out the part about using the Decker room for sales. If approved today, Josias Bartram and Jennifer Church will work on updating the text - the current file is a picture, not editable text. Dates will go back to the end of the previous contract - will need to seek approval for back dating. We will seek 2019 - 2022, and then 2023 - 2025. Jennifer Church will speak to BAC.
  - Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Jill Kissick-Castro, passes unanimously
- 2023 Holiday Schedule
  - Same schedule as last year, except it includes an extra staff development day in June and closing early for a holiday party on Dec 15th.
  - Vote: Approved: Motioned by Peter DeWind, 2nd by Charmian Foster, passes unanimously
- Nominating Committee – Executive Board positions and 2023 committee assignments
  - Have one candidate so far, looking for more! New nominee will be presented next month!
  - Candidate pool is open.
  - All Executive Board people are interested in continuing their positions.
    - Jeffery will be gone for 3 meetings, including this one. Katie Bowers will not be here for February meeting because she's having a baby (yay!), and she's an excellent notetaker, so we will need a new notetaker ASAP.
    - Jennifer Embry should be back next month.
    - Vote to accept: JoAnne Hanrahan as President, Peter DeWind as Vice President Kate Miller-Corcoran as Treasurer, Jeffery Boisvert as Secretary
      - Approved: Motioned by Charmian Foster, 2nd by Jill Kissick-Castro, passes unanimously
  - The Nominating Committee will draft one sentence summary about what each committee does and when meetings are expected.
    - Looking to move to have committees report out, either in board report or aloud at meetings.
    - Also interested in a board mentorship option - train new folks to be a part of the board.
    - Kate suggests drafting a template for a form that people can complete if they do not have a resume. Requiring a resume limits eligibility, as not everyone has a resume put together.
    - Charmian Foster is going to join the committee to help with Jeffrey Boisvert and Katie Bowers' absence. Jill Kissick-Castro and Charmian Foster looking at co-charing.

- Jill Kissick-Castro is going to reach out to Al Byuck.

- Financial Disclosure Statements
  - These have not gone out yet, but be on the lookout! If you do not complete them, you will be publicly called out.
- Art donation – initial discussion
  - Donation of art by Ernestine Bucking given by the Historical Society. Seems simple, but it's not!
  - They are lovely blue-ish prints, but do we want them? Do we have space? We can't accept every piece of art that gets sent to us, that will get overwhelming.
  - We could probably find space for them, though most of our art storage is currently in Josias Bartram's office. Discussion about if "decommissioning" is allowed when we have too many pieces.
  - They need new frames.
  - Motion to accept the paintings.
  - Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Jill Kissick-Castro, passes unanimously

#### OLD BUSINESS

- 2021-2022 NYS Construction Aid project – bathrooms and door to reading garden
  - Request to add \$21,733.53 to existing project - this would include some library operating funds beyond construction aid.
  - Original budget did not include stamped drawings for code approval (required), some prices have increased with inflation, and includes both upstairs and downstairs bathrooms.
  - Vote: Approved: Motioned by Jill Kissick-Castro, 2nd by Katie Bowers, passes unanimously

#### ADDITIONAL NOTES

- Friends of BCPL is switching their accounting system to Quickbooks Online with the help of Vieira and Associates Accounting Systems.
  - This is to help formalize their accounting system and keep building on their success in getting grants for the library.
  - Friends purchased t-shirts with the new logo for the staff!
- Shout out to the library staff for being amazing, caring people!!
  - In general, but also in relation to JoAnne Hanrahan's recent broken bone

Motion to adjourn, 6:50pm: Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Jill Kissick-Castro, passes unanimously.

#### REPORTS

Staff Reports

Director's Report

December Financials

#### ATTACHMENTS

November minutes

Gavyn Humphrey's resume

Trustee Continuing Education Policy – draft

New York Times purchase agreement

Proquest license agreement

Rug Fair quote

Friends of the Library MOU

2023 Holidays Schedule – draft

2023 Meeting Dates – Draft

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	PERSONNEL	POLICY # <b>1005-0</b>
	EFFECTIVE	January 1, 2023	PAGE 1 OF 1
	SOURCE	ADMIN RULES / CSEA CONTRACT	
	SUPERCEDES	January 2022	

## 2023 HOLIDAY CLOSING DATES

### CSEA

January 1, 2023	Sunday	New Year's Day
February 20, 2023	Monday	Presidents' Day
May 29, 2023	Monday	Memorial Day
June 19, 2023	Monday	Juneteenth
July 4, 2023	Tuesday	Independence Day
September 4, 2023	Monday	Labor Day
November 11, 2023	Saturday	Veterans Day
November 23, 2023	Thursday	Thanksgiving Day
November 24, 2023	Friday	Day after Thanksgiving
December 25, 2023	Monday	Christmas Holiday
December 26, 2023	Tuesday	Day After Christmas

### ADMINISTRATION

Martin Luther King, Lincoln's Birthday, Washington's Birthday, Columbus Day, Election Day are Floating Holidays for administration.

The library will close at 5:00pm on November 22<sup>nd</sup>. All full-time staff are expected to work 7.5 hours on the day or use vacation, comp, or floating time.

The library will close at 1:00pm on December 23<sup>rd</sup>. All full-time staff are expected to work 4.5 hours on the day or use vacation, comp, or floating time. Staff not scheduled to work that day will not accrue 3 hours.

If a holiday falls on a Saturday when the Library is closed, any benefit-eligible employee not scheduled to work that day shall receive 7.5 hours of compensatory time or equal pay for the day at their option as per the CSEA contract.

The library will be closed to the public on Monday June 26, 2023 and Monday October 9, 2023 (Columbus Day/Indigenous Peoples' Day) for staff training. All staff are expected to report to work at 8:30am and will be paid for a full-day, 7.5 hours, of work, including part-time staff.

The library will be closed to the public at 1:00pm on Friday December 15<sup>th</sup> for a staff holiday party. To receive pay for a full day, staff will be expected to stay for the full holiday party or use vacation, comp, or floating time.