

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 06.08.23

Members Present: Jeffri Boisvert, Katie Bowers, Al Buyck, Vikki Collazo, Peter DeWind, Jennifer Embree (remote), Charmian Foster, JoAnne Hanrahan, Jill Kissick-Castro, Kate Miller-Corcoran (remote)

Also Present: Josias Bartram, Jennifer Church, Michelle Ford, Judd Karlman, Sherry Kowalski, Maureen Lee, Jackie Nabinger, Kathleen Shores, Jillian Santacrose - WBNG

Call to Order: J. Hanrahan called the meeting to order at 5:33pm on Thursday, June 8th, 2023.

Public Comments: Maureen Lee, a member of the public, has made comment regarding her belief that the LGBTQ+ programming is being given unfair prioritization over other groups, such as for the homeless, and other groups served by the library. She believes that LGBTQ+ groups are offensive to families and the wider Christian community. She also believes that LGBTQ+ programs should never happen at the library and that the library is ordering pornography for the children's collection. She states that she will not return to the library until all LGBTQ+ programs are ended.

Public comments were closed at 5:38 with no further comments from the public.

Amendments to the Agenda: None

Minutes of Last Board Meeting: Motion to approve the minutes from the previous meeting was made by A. Buyck, and seconded by J. Kissick-Castro. Passed unanimously.

New Appointments: No appointments and resignations.

New Business:

Executive Committee Recommendation

It is the recommendation of the executive committee to allow J. Boisvert to continue serving on the board of trustees. Motion to approve this decision was made by K. Bowers, and seconded by C. Foster. Passed unanimously.

Staff Survey and Administration Response

J. Bartram spoke of the continued need for a staff ad-hoc committee due to that staff feeling deprioritized. He recommends giving more priority to staff feedback and needs, especially given the difficulties of working in a public library, in general, in addition to the added stress generated by the COVID pandemic. Staff would like to give more input and would like to be asked directly for their perspective regarding substantial changes. He wishes to focus on the things we can control in the immediate future, such as addressing the need of a break room; a place for staff to gather and socialize that is comfortable and separate from the public. Security is also an issue, but there are conflicting opinions amongst staff and no clear consensus regarding the desired outcome.

J. Bartram mentioned his need to be more transparent and broaden communication, not only about future plans, but about the reasoning informing how attendees for various meetings are selected.

He states that it is the opinion of staff that the Board processes seem very opaque. He expressed a desire to have talks surrounding how administration and the board work as well as clarifying the process of addressing concerns as they arise.

Staff Statement

J. Nabinger made a statement on behalf of the library staff. The staff recognizes that some feedback is received and they want to provide additional feedback on workflow revolving around the building. She emphasized the lack of a staff break room and the resulting lack of opportunities from cross-departmental conversations as well as a lack of space for private conversations and phone calls. Staff has felt denied space in the library and believes outside partners are given more priority in space allocation.

J. Hanrahan has mentioned working with J. Bartram to rectify the situation around the staff break room.

J. Boisvert stated that he is unhappy with the board perception of being opaque and mentioned the desire for more open staff feedback.

J. Hanrahan mentioned her appreciation for the staff responses and for giving the board a chance to address issues.

J. Bartram demanded that the board meeting minutes be delivered to him as soon as possible, so that he could have them available for a staff meeting on Monday.

K. Shores mentioned that more staff wants to be included more, but they're overworked and it's hard to find time to contribute in this manner.

J. Bartram stated that he is working with S. Kowalski to reduce old processes that create additional work and streamline said processes to reduce the workload of the staff, as well as assessing areas where the staff might be overextended.

J. Hanrahan mentioned that the board should work to be available to staff based on staff availability to accommodate their limited time.

J. Bartram made a comment that the staff training days are the only times that staff can get together as a whole and that staff meeting times are a challenge due to scheduling and library hours.

2024 Budget Review

J. Bartram discussed the formatting of the budget and his revision of county formatting for budget information. He mentions that the library is primarily government funded and that local revenue is much, much smaller by comparison, but this operating budget does not include the contribution of the Friends or grants. There have been changes to the income lines pertaining to vending and copy machines. J. Bartram mentioned the process of budget descriptions and justification of the projections that he provides to the county.

The largest new projected expenses are full-time staff salary additions; such as new staff member in Youth Services and a Library Assistant position. There is a plan to attempt to convert the county Deputy Historian position into staff hours for the library to provide coverage at the Local History desk. He also plans to request an upgrade of a custodian position to custodial supervisor position so that the library

has someone to manage all custodial work at the library. Other increases are based on the coming increase to minimum wage and the resultant upward motion of the salaries of all other positions as well. He is adding a temporary position for a PT library clerk.

The library's contractual expenses are mostly driven by inflation. Budgeting for 3% increases, if direct numbers aren't available.

J. Hanrahan mentioned the renewed and very positive relationship with the Department of Public Works (DPW), who have offered impressive assistance to the library.

J. Bartram mentioned that the library is not requesting any additional funds for improvements since we have a large amount of funds already pending for construction.

A motion to approve the budget made was by A. Buyck and second by J. Kissick-Castro. Passed unanimously.

Old Business:

J. Bartram spoke about the current frustrations surrounding construction. The bathrooms are essentially on hold and may now have to go to bid to move forward. The replacement of the front doors is waiting on the county for progress and the library is not ADA compliant until they are replaced.

J. Kissick-Castro mentioned that the board Diversity, Equity, and Inclusion subcommittee has met and updated the DEI plan. She also mentioned getting feedback from the staff in regards to our direction moving forward.

The Board has been requested to provide a statement to the media, who was present at the meeting. J. Church mentioned that the county executive's office should be informed. Media is allowed to be present so long as they are not harassing patrons of the library.

J. Bartram will reach out with the media statement.

Motion to adjourn made by A. Buyck, seconded by V. Collazo. Passed unanimously.

Meeting ended at 6:52pm.

*Respectfully submitted,
Jeffrey Boisvert*

June 26,2023

Josias Bartram, Library Director
Broome County Public Library
185 Court Street
Binghamton, NY 13901

Dear Josias,

Please accept this letter as my formal resignation as per our conversation on Thursday, June 22nd. My last day will be Saturday, July 8th, two weeks from that date.

I am leaving for personal issues. I am in no way upset with management, my co-workers, or library policy. Nor am I unhappy with my job responsibilities.

I have enjoyed the time I have worked here and have been glad to have the opportunity to work with such a great staff.

Sincerely,

A handwritten signature in cursive script that reads "Ken Normile".

Ken Normile
156 Conklin Forks Road
Binghamton, NY 13903
(607) 761-1988



Board Pick



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Toll Free 800.216.8370 International+1 678.382.6500

Renewal Invoice INV-US-66546

7/1/2023

Bill To
Broome County Library
185 Court Street
Binghamton NY 13901
United States

End User
Broome County Library
185 Court Street
Binghamton NY 13901
United States

TOTAL

\$1,912.68

Due no later than: **9/30/2023**

Currency	PO #	Created From	Sales Rep
US Dollar	EnvisionWare Renewal Invoice	Quotation #US-80691	Young, Jake

EnvisionWare Renewal ===== Please review LEGEND page at the end of item listings =====

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	WM-LDS Bundle: Complete System (*Std)-U (2021) <i>1 YR MAINTENANCE: Library Document Station (LDS), Rev 2021, 11X17 flatbed scanner / 21.5" Display</i>	12		Main	\$665.91	\$665.91	10/1/2023 9/30/2024	Maint.
1	WM-LDS Bundle: Complete System (*Std)-U (2021) <i>1 YR MAINTENANCE: Library Document Station (LDS), Rev 2021, 11X17 flatbed scanner / 21.5" Display</i>	1		Main	\$55.49	\$55.49	9/1/2023 9/30/2023	Pro.
1	WM-SSC-X11-KS#-BK-BK v4 <i>1 YR MAINTENANCE: X11 Kiosk - Software Included 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord OneStop Self Service Circulation Software RFID Software Suite</i>	12		Main	\$699.30	\$699.30	10/1/2023 9/30/2024	Maint.



INV-US-66546



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7/1/2023

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	WM-CBA-V-U *USD 3T PC <i>1 YR MAINTENANCE: CBA Series V PRINT MODE 3-Tube Coin & Bill Acceptor [US Currency]</i>	12		Main	\$314.37	\$314.37	10/1/2023 9/30/2024	Maint.
1	WM-EBM-SLE SW <i>1 YR MAINTENANCE: EnvisionWare Branch Manager (EBM) - Small Library Edition</i>	12		Main	\$177.61	\$177.61	10/1/2023 9/30/2024	Maint.

Subtotal	\$1,912.68
Tax	\$0.00
PST-CA	
Amt Paid	\$0.00
Total	\$1,912.68



INV-US-66546

7/1/2023

Legend

- **Maintenance (Maint.):** The annual amount for parts, labor and support for a purchased item
- **Subscription (Subs.):** The annual amount of a subscription that includes all costs associated with the use of a product or service
- **Prorated Item (Pro.):** An adjustment to the line above that can provide one of the following:
 - Compensation for the value of the first year warranty. Customers that make new purchases in the middle of a warranty or maintenance period are entitled to the full value of the 12-month warranty. A prorated item is added below a transaction to compensate a customer for the value of the months of warranty that would go past the next renewal date. This lowers the overall cost of the maintenance renewal for the current year.
 - An adjustment made when a customer requests a change to the annual renewal date. This occurs when a customer makes a request to adjust the annual payment date and certain items are currently set to expire later. By applying a prorated item, the value is given to the customer for the months occurring after the new renewal date. This applies only during the year that the adjustment is being made.
 - An adjustment is made where certain items were expiring on a different date and the system merged separate transactions into a common renewal date for all items. In the past, some subscriptions could not be co-terminated (adjusted for a common renewal date.) These prorations can now be used so that every item will renew at the same time.
- **One-Time Discount (One Time Disc.):** A special discount has been applied for one time

All sales subject to the standard EULA and Product Warranty provided with your products. This document is considered accepted if written communication to the contrary is not received within 7 days.



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7/1/2023

EnvisionWare, Inc.

Pay by credit card at the Customer Center: <http://support.envisionware.com>

Make checks payable to our ****New PAYMENT Address:****

EnvisionWare, Inc.
PO Box 931628
Atlanta, GA 31193-1628
United States

Remittance Slip

Customer 1089 Broome County Public Library
Invoice # INV-US-66546
Amount Due \$1,912.68

Amount Paid _____

PLEASE NOTE OUR NEW PAYMENT INFORMATION FOR ACH and EFT:

ACH / EFT Info: Bank name = Wells Fargo Bank | Account Type: Checking | Routing # 121000248 (9 digits) | Account # 4793214123 (10 digits) | SWIFT = WFBIUS6S | Account name = EnvisionWare, Inc.
* FEIN: 58-2424595 * CRA/BN: 84765 5586 RT0001 * BC PST: 1055-8459 * SK PST: 2664266



INV-US-66546

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Meeting Room Policy

Last Updated Date

October 11, 2022

Policy Type

[use of library services](#)

Policy Audience

[adults](#)

Introduction

As a public institution dedicated to free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, the meetings rooms in the Broome County Public Library (BCPL) are available on equal terms for the lawful activities of all community groups, regardless of their beliefs or affiliations. All meetings must comply with the Broome County Public Library Code of Conduct. Violations of this policy or the Code of Conduct may lead to immediate termination of the meeting and/or loss of future meeting room privileges. Appeals may be made within 5 days to the Library Director who may, at their discretion, bring the matter to the Board of Trustees if a resolution cannot be reached. The use of the meeting room is based on availability.

Available Meeting Rooms/Spaces

(Details of each room and its amenities are available online)

- Decker Community Room (80 person limit)
- Exhibit Room (49 person limit)
- Creation Station (10 person limit)
- Ahearn Business Resource Center (16 person limit)
- Reading Garden

Availability/Eligibility:

Library community meeting rooms may be available for programs conducted or sponsored by BCPL and are also available for use by others for educational, cultural, recreational or civic purposes. They shall not be used for commercial purposes, personal use, or any event that interferes with the use of BCPL by other patrons.

- Programs of the Broome County Public Library, Friends of the Broome County Public Library, and all library-sponsored programming receive first priority of meeting rooms and all BCPL space.

**Exceptions made for the Broome County Board of Elections.*

- Meeting rooms/spaces are available to organizations on a first come, first served basis based on receipt of request through the BCPL website (thebcpl.org/reserve-room) or via telephone (607-778-3829).
- The organization booking the room is responsible for supplying an interpreter if one is requested.

- Sponsor organizations are responsible for enforcing existing safety regulations, Meeting Room Policies and the BCPL Patron Code of Conduct.

Meeting Room/Space Policies

1. Exits and entrances must be kept free of obstruction.
2. Meetings should not disrupt ordinary library activities.
3. At the start of each meeting, the sponsor organization should identify emergency exits for attendees.
4. Illegal activities—including the use of alcohol or illegal and/or recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
5. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
6. Organizations MAY NOT charge an entry fee to attendees.
7. No group or individual may solicit for donations within the library except the Broome County Public Library, Friends of Broome County Public Library, Broome County Historical Society, or partner organizations of the Broome County Public Library.
8. The meeting rooms are not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.
9. Drinks in closed containers such as covered cups, cans or water bottles are allowed unless noted. Light refreshments (i.e. cake, pizza, fruit or veggie tray) may be served in all rooms with the exception of the Creation Station.
10. Organizations are responsible for setup, clean up and leaving the room in standard configuration when they are done with the space. Any group not leaving the room in a reasonably clean and orderly condition will be notified that a second offense will result in the loss of future meeting room privileges.
11. **Use of the meeting rooms does not reflect the library's endorsement of any particular program, position, or purpose of any person or organization.** To that end, Meeting room users may not create public announcements, fliers or other materials implying that the library has endorsed any meeting room use, unless all parties have made a formal collaboration agreement in writing in advance.
12. Promotional materials should clearly indicate the name and contact information of the sponsor organizations and any organizations affiliated with the program.
13. Please do not put up any signage in the meeting room windows or on doors except for directional purposes.
14. Library meeting rooms may NOT be used for commercial purposes, solicitation of business, or non-BCPL fundraising. Examples of "commercial" activity include, but are not limited to: advertising or selling products, memberships, or services.
15. Any third parties presenting on behalf of the sponsor organization must be aware of the Broome County Public Library Meeting Room Policy, Code of Conduct, and safety regulations.

Scheduling

- All meetings must be scheduled during normal operating hours and end by 7:30 p.m. Mon.-Thurs. or 4:30 Fri.- Sat. Exceptions are made for Library related meetings and the Broome County Board of Elections.
- There is no fee for reserving and using BCPL Meeting Rooms. The room must be reserved for a minimum of one (1) hour and a maximum of four (4) hours/days. Reservations for periods longer than four (4) hours must get approval from the Broome County Public Library. Setup, cleanup, and restoring the room to standard configuration are the responsibility of the individual/group reserving the space. Time to accomplish these tasks must be included in the hours requested.
- Reservations will be held for up to 30 minutes on the day of the meeting. (Holding the reservation beyond that is left to the library's discretion.)
- Meetings must be completed and the room must be vacated 15 minutes before library closing time.
- Organizations and individuals can make up to four (4) advance reservations per calendar month with no reservation made more than three (3) months in advance. More frequent reservations can be made at the discretion of the library.
- If an organization must cancel its meeting, the Library must be notified of the change at least 24 hours in advance. Two missed meetings, without prior notice, may result in loss of future meeting room privileges.

Application Process:

Reservations for meeting rooms may be made via the BCPL website (thebcpl.org/reserve-room) or by telephone (607-778-3829). If made by telephone, a representative of the sponsor organization, who has read and agrees with the policy, must submit the signed Meeting Room Reservation Form within 5 business days of confirmation of date to keep the reservation.

Liability:

The representatives of the Group, who are authorized to make such an agreement, must sign a room usage agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees' legal counsel. The Group agrees to indemnify and hold the Broome County Public Library, Library Board of Trustees, and the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the room including negligent error(s) and/or omission(s) and/or act(s) by the Group, including Group's employees and licensees or invitees.

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Patron Code of Conduct

Last Updated Date

April 14, 2022

Policy Type

[conduct policies](#)

Policy Audience

[adults](#)

[kids](#)

[teens](#)

BCPL Patron Code of Conduct

In order to ensure that the Broome County Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations:

1. Patrons will respect the rights of other patrons and Library staff at all times. They may not interfere with staff or with the performance of their duties and will comply with lawful direction given by them.
2. Disruptive and/or abusive behavior is prohibited. This includes:
 - o Harassment
 - o Sexual harassment
 - o The use of abusive, obscene, discriminatory, hateful, or threatening language
 - o Nudity of any kind, including bare feet and/or bare chests
3. Illegal activities—including the use of alcohol or illegal and/or recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
4. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
5. Solicitation of any kind is prohibited on Library property.
6. Select areas of the Library have been designated as Quiet Zones. While they are in a Quiet Zone, patrons will:
 - o Silence all electronic devices, including phones and computers
 - o Use headphones when watching or listening to media
 - o Limit conversation, including phone calls
7. Sleeping, bathing, and washing clothes are prohibited on Library property, as is the use skateboards roller skates, and athletic equipment, unless approved by Library staff. Bicycles and other wheeled devices must be left outside the building and may not block doorways or walkways.
8. Animals are prohibited in the building except those specifically designated as service animals.
9. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Unattended Children's Policy.

10. Adult patrons shall not use any Youth Services or Young Adult space or participate in any age-based programs unless such patron is a parent, legal guardian, caregiver, educator or relative of a participating age-appropriate child or has received permission from Library staff.
11. Patrons will not deface or damage Library property, including Library materials/collections, furnishings, walls, equipment, and computers. Additionally, patrons will not rearrange or disarrange library furnishings or materials and will not place their feet on the furniture or walls.
12. Food and beverages can be consumed in designated areas only. Water bottles with lids are allowed other than when using the public computers.
13. Personal photography and/or videography is allowed but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require prior approval by the Library Director.

Enforcement: Any patron who violates these rules and regulations may be required to leave the library premises and be denied the privilege of access to the library. The Library Administrative Staff, whose authority shall prevail in all cases, shall administer and enforce the above code in a fair and reasonable manner. The Library Administration is authorized to modify and/or adapt the code to special circumstances. Violations of the code that do not constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in disciplinary action, including, but not limited to, verbal warning, temporary expulsion from the library, suspension of the right to use or participate in some or all of the library's services for a period of time, or permanent expulsion from the library. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the code that constitute an immediate or apparent threat to the safety of others, their property, or the property of the library will result in immediate expulsion from the library and possible additional measures. In any instance of a code violation, police may be called if there is not compliance or if the staff feels threatened in any way or feels unable to handle the situation.

Appeal Process: A patron whose privileges have been denied may have the decision reviewed by the [Broome County Board of Trustees](#) for additional consideration.

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