

## BOARD OF TRUSTEES

Minutes– February 9, 2023

IN ATTENDANCE: JoAnne Hanrahan, Peter DeWind, Charmian Foster, Kate Miller-Corcoran, Jill Kissick-Castro, Sarah Glose, Josias Bartram, Jennifer Church, Rebecca Stone

GUESTS: Al Buyck, Vikki Collazo, Lynn Toth

CALL TO ORDER: 6:04pm

NO PUBLIC COMMENTS

NO AMENDMENTS TO THE AGENDA

MINUTES: January 12, 2023 minutes approved. Motioned by Charmian Foster and 2nd by Jill Kissick-Castro, passes unanimously.

APPOINTMENTS & RESIGNATIONS: Judd Karlman – appointed to Head of Information Services (Librarian III). Motioned by Sarah Glose and 2nd by Peter DeWind, passes unanimously.

With this appointment Sherry Kowalski is very happy to be able to move fully into her new position as Assistant Library Director II. The board celebrates this.

NEW BUSINESS:

- The Nominating Committee, represented by Jill Kissick-Castro, introduces Al Buyck and Vikki Collazo as prospective trustees.

Al is the Interim Superintendent of Harpursville CSD after having recently retired as the District Superintendent of Broome-Tioga BOCES. He has served on the United Way of Broome County, along with many other boards, and currently serves on the board for WSKG Public Media. In his role as District Superintendent he served as a non-voting, ex-officio member of the BCPL Board of Trustees.

Vikki is the Director Youth Employment/Volunteer Engagement at the Children's Home of the Wyoming Conference, and formerly worked at both the Binghamton Rescue Mission in Donor Relations and at the Greater Binghamton Chamber of Commerce as the Manager of Membership & Marketing. She is the Past Club President of the Rotary Club of Binghamton and is involved with VAST- Volunteer Association of the Southern Tier and many other community projects.

Jill Kissick-Castro moves to approve Al Buyck and Vikki Collazo as members of the Broome County Library Board of Trustees, 2nd by Charmian Foster, passes unanimously.

- 2023 Committee Assignments: Charmian Foster, as chairperson of the Nominating Committee, suggested that the ad-hoc Facilities Use/Meeting Rooms committee be removed, to be replaced by a Policy Review Committee. Said committee would be in charge of updating policies and raising awareness of policies to the Board. Charmian will send committee descriptions out to the Board. Please take the time to review.

- Reminder about Trustee responsibility to attend two hours of continuing education related to the Library. Please record and submit to JoAnne Hanrahan when complete.
- Josias and Sherry are going to Albany on February 28th with other Four County Library System folks for Library Advocacy Day.

Governor Hochul has cut library funding in her upcoming budget. It is important for all of us to advocate for the library. Peter DeWind suggests putting this information on the Library website and social media. Sarah Glose mentions that we have testimonials about why the Library is important to community members from the appeal last year that might be of use.

- The Library purchased the additional carpet pieces from Rug Fair.
- The Bylaws read:

*If any member of the Board of Trustees fails to attend three (3) consecutive regularly scheduled meetings, the Executive Committee shall ascertain the reasons for such absences and then recommend to the Board whether such member should continue with or be expelled from the Board.*

Kate Miller-Corcoran asked for a clarification of this at the January board meeting and a clarification of what the procedure is should a board member need to take an extended absence.

Jennifer Church, attorney from the County, reports that there does not need to be a hearing. She also reminded the board that the ByLaws were written for their protection.

So that all know, please make the Board President and Library Director aware of the expected length of your extended absence and whether or not you would like to be contacted during that time.

- The Friends of the Broome County Public Library donates over \$40,000 to programming such as summer reading, free yoga and make and take crafts.

#### OLD BUSINESS

- 2023 Holiday Schedule needs to be revised to reflect October 9th as the observed day for Indigenous People's Day.

Motion to revise the date from the 10th to the 9th made by Jill Kissick-Castro, 2nd by Sarah Glose, passes unanimously.

#### REPORTS

Committee Reports:

Strategic Planning Committee: Survey is out on the website, facebook, and will be available in person, optionally, at Library programming and at Circulation and Youth Services. Dale Ketcham will be at the library on Saturday during the Friends' Book Sale.

Finance Committee: 2022 Final budget numbers look great. 99% of payroll was used. The Book budget was so close, each one just under budget. WELL DONE! Also, the 2021 invoice was paid by the City of Binghamton.

OTHER

Security is back to full staffing.

A Staff Safety Advisory group has been formed to create internal guidance for staff in how they should respond to harassment by patrons. There will be a half day workshop on setting boundaries.

MOTION TO ADJOURN 6:51pm

Made by Jill Kissick-Castro, Seconded by Charmian Foster.

Respectfully Submitted by Kate Miller-Corcoran 3/6/2023

DRAFT

25 February 2023

To Whom It May Concern:

This is my official letter of resignation. My last day will be February 28, 2023. It has been a joy and a privilege to work at BCPL. I have loved getting to know everyone there and learning from each one of them. I know I will take what I have learned and continue to build upon it wherever I end up next.

Thank you,

Sienna Dransfield

# Harm Reduction in Public Libraries

## *What is harm reduction?*

### **What does this look like?**

- Needle/syringe drop boxes
- Clean needle/syringe access programs
- Safe use spaces
- Overdose prevention through tactics like Naloxone and fentanyl testing strips
- Information on safe drug use
- Services that help to better housing, health care, mental health services, food access, & overall community well-being

- A **public health approach** that provides a **set of strategies and practices** to reduce the negative consequences of drug use
- Focuses on **positive change** and on **providing services and resources**.
- The **overall goal is to improve the well-being of individuals and communities**. While part of this can include providing information and resources on sobriety and treatment, the goal is to help people stay safe, even if they choose to use drugs.

## *Why are libraries involved in harm reduction?*

### **What can this look like in public libraries?**

- Needle/syringe drop boxes
- Naloxone training for staff and/or community members
- Information on safe drug use through presentations, tabling, and/or pamphlets
- Working with court-ordered drug programs to provide information & resources

- **Opioid use & opioid overdoses are on a rise, and these occur often in public spaces, such as public libraries.**
- **Over 95% of Americans have access to a public library**, and they are already used for countless reasons.
- **Public libraries can be a core part of public health efforts, and community services because of their access, use, and community ties.**
- Harm reduction meets a need that is already present in libraries.
- **Public libraries are becoming community centers**, and this is an additional step in helping build stronger, healthier communities.

## What is BCPL doing already?

- Needle drop boxes in the bathrooms
- Peer support program
- Information on Naloxone available at the Reference Desk
- A working relationship with the Health Department & community groups involved in this work
- Security, and some staff, who are trained to administer Naloxone

## Other ways BCPL is involved in public health initiatives, besides harm reduction

- Exercise & mindfulness classes, such as yoga & reiki
- Free menstrual products
- Free safe sex materials & information
- Vaccine clinics provided by the Department of Health
- Community groups coming in to provide services & programs, such as VINES providing talks on gardening & Senior Services providing talks on signing up for Medicaid
- Providing accurate and timely information & resources
- Offering free coffee & tea through Peer Support
- Teen programs that allow a safe space to gather
- A variety of programs that encourage socialization & community interactions
- A temperature-controlled building that offers a safe, free, accessible space to spend time, as well as free bathrooms & drinking water
- Free COVID tests & masks
- Free access to computers & internet

## How do we want to continue these efforts?

### Harm reduction tactics

- Continuation of the peer support program
- Voluntary staff & community Naloxone training
- Fentanyl strips available to the public
- Increased information on drugs & their effects, as well as safe drug use, provided through community partners

### Other public health tactics

- Increased exercise classes
- Computer classes
- Farm-to-table program
- Continued work with community partners, such as the Department of Health & VINES
- STI testing provided by a community partner
- Increased information on public health topics, such as healthy eating & mental health services
- Further staff training on public health topics, such as working with diverse communities



Empowering communities.  
Empowering you.

## MEMORANDUM OF UNDERSTANDING

This MOU is by and between the Agencies listed below:

- Greater Opportunities for Broome and Chenango, Inc.  
Broome County Public Library

Performance under this MOU shall commence upon the signing of this agreement and this MOU shall remain in effect until such time as one or more of the signatures formally terminate their participation in the MOU by written notice to all current signatories. This MOU commits the parties to refer applicants for eligible grants and programs to each of the other signatory's agency whenever necessary. Each party will notify the other of programming and funding availability and/or requests for new applications for each signatory provided there is space available and the request is received prior to the monthly deadline for publication. In addition, the parties specifically agree to:

1. Refer clientele to each of the signatory's respective agency whenever a program and/or funding availability that cannot be filled by the current waiting list.
2. Refer current clientele to available programming and/or funding availability with each other whenever their client's needs may be met by one or more of the other signatories to this MOU. Referral of applicants will be done on a voluntary basis only, with the concurrence of the applicant.
3. Determine each applicant referred to their agency for program eligibility. The referral agency is not responsible for determining an applicant's eligibility for any program of the other signatories to this MOU. Program eligibility determinations are the sole responsibility of the agency.
4. Consider each applicant referred to them using the same rules and regulations governing eligibility for the particular project and said applicants will not be given preference or special treatment in the signatory's selection process.
5. Safeguard the confidentiality of any information supplied by the signatories to this agreement about the individual applicants being referred under this MOU.

BY: \_\_\_\_\_ 3/6/2023  
Josias Bartram, Library Director, Broome County Public Library Date

BY: Mark Silvanic 3/6/23  
Mark Silvanic, CEO, Greater Opportunities Date

PROPOSAL

PROPOSAL SUBMITTED TO:

Broome County

Attn: Scott Mastin

WORK PERFORMED AT:

Broome County Library

PJF Proposal # 230200

GLASS DOOR-OPENER REPLACEMENT

Date: 03/06/2023

Revised: 03/07/2023

**PROVIDE ALL PRICING AS STATED PER VERBAL DIRECTION, SITE WALKTHROUGH AND DRAWINGS  
PROVIDED TO REPLACE DOOR UNITS AND AUTOMATIC DOOR OPENERS**

*Provide replacement of 1) exterior storefront entrance door unit to match existing finishes with clear anodized finish and 1" clear low-E glass by Binghamton Plate Glass*

**Provide all work as stated for an amount Not To Exceed: \$27,600**

*Provide replacement of 1) interior storefront entrance door unit to match existing finishes with clear anodized finish and 1/4" clear tempered glass by Binghamton Plate Glass*

**Provide all work as stated for an amount Not To Exceed: \$14,650**

*Provide and install new Stanley M Force automatic operators on active leaf of interior and exterior doors above*

*Provide saw cut and patch of concrete sidewalk as needed and install new bollard for hard wired push button on exterior unit*

**Provide all work as stated for an amount Not To Exceed: \$13,300**

**ADD to Temporarily install door operators prior to new door arrival and reinstall on new doors: ADD \$1,950**

**Please allow approximately 5-7 weeks for procurement of new door units**


*Provide/maintain temporary area protections as needed to contain work areas throughout the project*

*Cleanup all work affected areas on a daily basis*

*Remove and properly dispose of all debris to scrap*

**EXCLUSIONS: Taxes. Permits. Overtime. Special Inspections**

Respectfully Submitted:

  
Jason Fenton, President

Thanks For The Opportunity To Provide This Proposal!

PJF Enterprises Inc.

GENERAL CONTRACTOR: COMMERCIAL INDUSTRIAL DESIGN BUILD  
483 Sulphur Springs Road, Owego, N.Y. 13827 Phone (607)687-9590 Fax (607)687-5167  
jrpfjf@stny.rr.com




March 8, 2023

Austin Standish-Warpus  
Smith Site Development, LLC  
W&D Smith & Sons Construction, Inc.  
1249 Front Street, Suite 110, Binghamton, NY 13905

Dear Austin:

I am writing to verify that it is our intent to proceed with the \$399,756.53 project that we have discussed at length as soon as the project is approved by the Broome County Legislature. I expect this to take place at their April session on 4/20/2023. All work for the project will be done through the Smith Group.

Thank you,



Josias Bartram

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Trustees/County/City	POLICY # <b>0025-0</b>
	EFFECTIVE	4/20/2023	PAGE 1 OF 2
	SOURCE	County/Board of Trustees	
	SUPERCEDES	February 10, 2022	

**BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM**

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President

12/31/2027

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## Vice President

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Secretary

12/31/2024

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# Treasure

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12/31/2023

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508-361-6510

12/31/2026

<p>BROOME COUNTY PUBLIC LIBRARY</p> <p><b>POLICY &amp; PROCEDURE</b></p> <p><b>MANUAL</b></p>	SECTION	Trustees/County/City	POLICY # <b>0025-0</b>
	EFFECTIVE	4/20/2023	PAGE 2 OF 2
	SOURCE	County/Board of Trustees	
	SUPERCEDES	February 10, 2022	

<b>BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM</b>	
<p>Sarah Glose</p> <p>41 Davis Street, Binghamton, NY 13905 <a href="mailto:sglose@gmail.com">sglose@gmail.com</a> 315-877-6836</p>	12/31/2026
<p>Jill Kissick-Castro</p> <p>10 St. John Ave. Binghamton, NY 13905 <a href="mailto:jkcastro2012@gmail.com">jkcastro2012@gmail.com</a> 504-330-2786</p>	12/31/2025
<p>Al Buyck</p> <p>3367 Douglas Drive Binghamton, NY 13903 <a href="mailto:abuyck@stny.rr.com">abuyck@stny.rr.com</a> 607-723-8023</p>	12/31/2023
<p>Vikki Collazo</p> <p>11 Phelps St. Binghamton, NY 13901 <a href="mailto:vtc716@gmail.com">vtc716@gmail.com</a> 607-422-1626</p>	12/31/2027
<p><u>EX OFFICIO'S</u></p>	
<p>Colleen Wagner Deputy County Executive <a href="mailto:colleen.wagner@broomecounty.us">colleen.wagner@broomecounty.us</a></p>	
<p>Karry Mullins Binghamton City Schools <a href="mailto:mullinsk@binghamtonschools.org">mullinsk@binghamtonschools.org</a></p>	
<p>Megan Heiman Deputy Mayor <a href="mailto:mjheiman@cityofbinghamton.com">mjheiman@cityofbinghamton.com</a></p>	
<p>Rebecca Stone Superintendent Broome - Delaware - Tioga BOCES 435 Glenwood Road Binghamton, NY 13905 <a href="mailto:rstone@btboces.org">rstone@btboces.org</a></p>	

# BROOME COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES CHRONOLOGY

YEAR	BINGHAMTON	COUNTY	COUNTY	COUNTY	BINGHAMTON	JOHNSON	BINGHAMTON	COUNTY	COUNTY	VESTAL	ENDICOTT
						City					
	1	2	3	4	5	6	7	8	9	10	11
1984	Brewster	Scott	Lee	McDonald	Doyle	Knack	Young	Cook	Huber	Leamer	Thomas
1985	Brewster	Scott	Lee/Olmstead	McDonald	Doyle	Knack	Young	Cook	Huber	Leamer	Thomas
1986	Schiff	Scott	Olmstead	McDonald	Doyle	Knack	Young	Cook	Huber	Leamer	Delaney
1987	Schiff	Scott	Olmstead	McDonald	Doyle	Knack	Young	Black	Huber/Fenton	Leamer	Delaney
1988	Schiff	Scott	Olmstead	McDonald	Doyle	Knack	Young	Black	Fenton	Leamer	Delaney
1989	Schiff	Scott	Olmstead	McDonald	Wetzel	Knack	Denniston	Black	Fenton	Leamer	Delaney
1990	Schiff	Scott	Olmstead	McDonald	Wetzel	Knack	Denniston	Black	Fenton	Leamer	Delaney
1991	Schiff	Scott	Olmstead	Olson	Wetzel	Knack	Denniston	Black	Fenton/vacant	Andrejko	Delaney
1992	Schiff	Scott	Olmstead	Randall/vacant	Wetzel	Knack	Denniston	Black	Armading	Andrejko	Delaney
1993	Schiff	Scott	Olmstead	Leonard	Wetzel	Golazeski	Denniston	Black	vacant/Waldron	Andrejko	Delaney
1994	Schiff	Scott	Olmstead	Leonard	Wetzel	Golazeski	Denniston	Black	Waldron	Diamond	Nestor
1995	Schiff	Scott	Olmstead	Leonard	Wetzel	Golazeski	Denniston	Black	Waldron	Peckham	Nestor
1996	Lake	Scott/Rantanen	Lacey	Leonard	Wetzel	Golazeski	Denniston	Black	Waldron	Peckham	Nestor
1997	Lake	Rantanen	Lacey	Leonard	Wetzel/Purtell	Golazeski	Denniston	Black	Waldron	Peckham	Nestor
1998	Lake	Rantanen	Lacey	Leonard	Purtell	Golazeski	Kilcy	Shafer	Waldron	Peckham	Nestor
1999	Lake	Rantanen	Lacey	Leonard/vacant	Purtell/Chivers/Vac	Golazeski	Kilcy/Vacant	Shafer	Waldron	Peckham	Nestor
2000	Cerretani	Sweeney	Lacey	Lutovsky/Vacant	Strano	Golazeski	Bolles	Shafer	Waldron	Peckham	Nestor
2001	Cerretani	Sweeney	Lacey/Vacant	Sinnott/vacant	Strano	Golazeski/Vac	Bolles	Shafer	Waldron	Peckham	Nestor
2002	Cerretani/Vacant	Sweeney	Foldes	Carson	Strano	Vacant	Bolles	Shafer	Waldron	Peckham	Nestor
2003	Vacant	Sweeney	Foldes	Carson/Vacant	Strano	Vacant	Bolles	Schafer	Waldron	Peckham	Nestor
2004	Cronk	Sweeney	Foldes	Gregory	Strano	Crossett	Bolles	Schafer	Gray	Kipp	Specioso
2005	Cronk	Sweeney	Foldes/vacant	Hartung	Strano	Crossett	Bolles	Bendz/vacant	Gray	Kipp	vacant
2006	Cronk/vacant	Sweeney	Burns	Hartung/Coffey	Strano	Crossett/vac	Bolles	Williams	Gray	Kipp	Thompson
2007	Barnes	Sweeney	Burns	Coffey	Levy	Ebert	Bolles	Williams	Gray	Kipp	Thompson
2008	Barnes	Sweeney	Burns	Coffey	Levy	Ebert	Bolles	Williams	Gray	Kipp	Thompson
2009	Barnes	Sweeney	Burns	Coffey	Levy	Ebert	Bolles	Williams/Legette	Gray	Kipp	Thompson
2010	Barnes	Quidort	Burns	Coffey	Levy	Ebert	Bolles/Archie	Legette/Meador	Gray	Kipp	Thompson
2011	Barnes	Quidort	Stapleton	Coffey	Levy	Ebert	Archie/Williams	Meador	Gray	Kipp	Thompson
2012	Barnes	Quidort	Stapleton	Coffey	Shiel	Ebert	Williams	Meador	Gray	Kipp	Thompson

[illegible]