Agenda

BMPL Library Board of Trustees Meeting

July 26, 2023

7:00 PM Regular meeting

i. Roll Call

ii. Approval of Minutes from May 10, 2023

iii. President’s Remarks

iv. Financial Report

v. Approve disbursements from NYS grant accounts

vi. Budget line transfers, if needed

vii. Acknowledge submission of the NYS Annual Report

viii. Discuss returning staff to under sprinkler pipes

ix. Library Trustee interest

x. Parking situation

xi. Proposed monthly meetings with Village Manager

xii. Additional Library structure options

xiii. Report of the Library Director

xiv. Thoughts/New Business

xv. Adjournment

As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.
2023 Briarcliff Manor Public Library Board Meeting Dates

Meetings are open to the public and are generally held on the second Wednesday of each month at 7 PM, with exceptions noted below.

**January 11** - 7 PM (rescheduled to January 25)

**February 8** – 7 PM

**March 8** – 7 PM

**April 19** – 7 PM *This is the third Wednesday.*

**May 10** - 7PM

**June 14** – 7PM

**July 26** - 7 PM *This is the fourth Wednesday.*

No meeting in August, unless needed.

**September 13** - 7 PM

**October 11** – 7 PM

**November 8** – 7 PM

**December 13** – 7 PM
Briarcliff Manor Public Library, Board of Trustees Meeting

June 14, 2023


II. Approval of minutes from meeting on 5/10/23. Motion to approve, Andrea, second, Ros. Passed unanimously.

III. President’s Remarks. Stephanie showed the blanket she purchased for Amy. There is a card to go along with the gift. The Board extends its sincere wishes to Amy for a speedy recovery. The card is in the Library so that Board members not in attendance can sign it.

IV. Financial Report. The Library is 100% through the 2022-2023 fiscal year budget. Last set of bills is pending and will be available at the next meeting.

V. Motion to approve disbursements and payroll pending a review of the 5/12/23 Village expenditure to Clean Air Quality. Motion, Ros, second, Andrea. Passed unanimously.

VI. There were not budget line transfers.

VII. Motion to accept donation of 50 pool passes from the Friends Ros, second, Andrea. Passed unanimously. All to the pool passes for this season have been used. Discussion about ways to track the actual usage of the passes.

VIII. Use of time work time for conference for Donna. Discussed and passed at 5/10 meeting.

IX. Motion to approve Donna and Bill as hiring agents for the civil service applicants for the open positions at the Library. Motion Ros, second, Andrea. Passed unanimously.

X. Submission of the NYS Annual Report. Postponed to July meeting.


XII. Board discussed using a 90 minute time frame for meetings with flexibility for times when matters require additional time.
XIII. The Board discussed the question from the Mayor and the Village Manager about the use of a Special District Library status. The Board does not believe that this is something to pursue. Motion to dismiss the Special District Library Ros, second, Andrea. Passed unanimously.

XIV. The Board thanks the Friends for the offer of 2-3 plexiglass dividers for use in the Library but has decided against their use.

XV. Report of the Library Director. The discussion was generally about the staffing requirements of the Library as well as the need for coverage for the number of hours offered to the community. The Library is currently open 39 hours per week. It is closed on Sundays. In an effort to continue to provide the highest quality of service to the community, there were several ideas discussed on how to best utilize the staff and the hours open. Some suggestion included closing earlier on Friday, opening later on Thursday as well as the possibility of closing another day during the week. Discussion will continue at the July meeting. Motion to hire Judith Murphy as children’s librarian, Andrea, second, Ros. Passed unanimously. Motion to hire Rene Guilmette as back up clerk, Andrea, second, Ros. Passed unanimously. Volunteers were requested for the start of the summer program signups for June 29 and 30.

XVI. Motion to adjourn 8:35, Andrea, second, Ros. All in favor.

The next meeting of the Board is July 26, 2023. Please note that this is the fourth Wednesday of the month.

Approved by the Library Board of Trustees on July 26, 2023.
Financial Report, July 26, 2023

We are 100% through the fiscal year 2022-2023, which ended on May 31, 2023, and the remaining bills have been processed.

Details will be provided at the meeting.
Library Director’s Report, June 14, 2023

Something new! For the Library Board packet, I’ve asked the rest of the staff to write a sentence or short paragraph about something that they worked on or did over the last month. Some other Libraries do it this way and I think it gives a better picture and explanation of what we all do. We have so much important and exciting work going on!

From Bill Townsend, full-time, Staff Assistant aka “Business Manager”

Since mid June I have worked on getting new Purchase Orders (P.Os) approved in Munis. This needs to be done at the beginning of each Fiscal Year (which began June 1st) and will cover planned purchases for books from Baker & Taylor, E-Books from Overdrive, Elevator maintenance provided by Tri-State Elevator, and IT support from the Westchester Library System. Now that they have been created, we can begin applying invoiced expenses against the budget lines approved earlier.

During the past month, I have coordinated the efforts of several high school volunteers who have helped us on a number of projects. Two high school volunteers and one adult volunteer assisted with our summer reading kick off event on June 29.

As in prior years, other volunteers helped set up the book carts by grade of summer reading books posted by the Todd School and the Briarcliff Middle School. Finally, two volunteers (one of whom is the son of the previous Library Staff Assistant!) are now helping with summer reading “check-ins” at times listed on the July Summer Reading calendar.

Finally, I have begun training Renee Guilmette, as a substitute to assist with Munis and bill payment-processing.

From Christine Pasqueralle, Library Clerk part-time, Circulation Services

Recently I’ve had more patrons needing assistance in finding a particular book so I have been accompanying them to the stacks to help locate certain titles.

From Catherine Taylor, “Senior” Library Clerk, part-time, Circulation Services

The Library is facilitating a book group of new Briarcliff residents and avid readers at The Club retirement community. Once the book group chooses a title, the Library gathers copies and notifies the group. The Club arranges for regular pick up and return of the books for the members. Donna has enabled this outreach for these new patrons, many of whom do not drive. Group members have been very enthusiastic and appreciative. The Library plans to offer onsite coaching for Club residents who want to learn to download ebooks and e-audiobooks from the Library.
From Olivia Reinkaut, Library Clerk, part-time, Circulation Services

Although I spend most of my time at the front desk circulating materials, answering patrons' questions in person, over the phone, and over email, and locating items, this month I have been taking over summer crafts. For the past few weeks, I have spent time chatting with Amy and putting together supplies and examples for our program "Children's Crafts with Olivia". Last week, the kids were able to make badges. This week, they made "bird mobiles", or wooden birds they colored that hang in the air on small branches. And the latter half of the program will be finger painting and animal fridge magnets. Every Monday, I've had kids come in to craft from 3-5 pm and I have seen their excitement each time for next week's activity!

From Joan Smyth, Library Clerk, part-time, Circulation Services

This month I pinch hit in the Children's Room. In just a 2-hour, we had a dozen Briarcliff families and nearly 20 children come in for Summer Reading sign-up; Reading check-in; Open Crafts and the Scavenger Hunt. The programs Amy has established over the years are quite popular and drive a lot of repeat traffic.

From Lorraine Isaac, Library Assistant part-time, Adult Services

New at the library is our Adult Summer Reading Bingo Challenge. We have 19 patrons registered to complete the reading and reading-related activities on a Bingo card. Each week those who enter reading progress on our website will be entered in a weekly prize drawing; each of six lucky winners will receive a fabulous Briarcliff Library tote bag. Once a patron reads five -in -a -row on the Bingo card, they will choose one of several popular books as their reward.

From Zach Gerstein, Reference Librarian, part-time, Adult Services

Over the past months, I have been involved in the process of maintaining our collection, including weeding old materials and ordering new ones. In addition, I have been helping to process interlibrary loans for the community, among other tasks. I have also been organizing seasonal poetry events at the library that have been very successful.

Zach has set up monthly visits to The Club to show residents how to use Libby.

From Judy Murphy, Youth Librarian, part-time, substitute, Youth Services
Summer coverage in the children's room, Thursday's from 3-7pm.

The Thursday afternoon preschool storytime has been gaining momentum. For the third week running, attendance has increased and I suspect this trend will continue. Our time together includes reading 2-3 picture books and pausing often for query and discussion (mostly in the form of what do you think will happen next? and who is telling the story?)

We've been drawing our wishes and this week will read and talk about our pets.

Interest in the summer reading program continues. I've been impressed by some of the "checkins." I have heard some wonderful retelling of books our young patrons have read. Fear of public speaking does not seem to be a problem for the youth of Briarcliff.

On a personal note, returning to BPL has been a terrific treat for me. It was where my inspiration to become a librarian began 25 years ago. Talk about going full circle! Thank you for this opportunity,

LIBRARY HOURS

45 hours per week (minimum standard required is 35 hours per week) through April 24

- Monday 10 am - 6 pm
- Tuesday 10 am - 6 pm
- Wednesday 10 am - 6 pm
- Thursday 10 am - 7 pm
- Friday 10 am - 6 pm
- Saturday 10 am - 2 pm

39 hours per week (minimum standard required is 35 hours per week) starting April 25

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 10 am - 5 pm
- Friday 10 am - 5 pm
- Saturday 10 am - 2 pm

41 hours per week (minimum standard required is 35 hours per week) starting June 12

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 10 am - 7 pm
- Friday 10 am - 5 pm
- Saturday 10 am - 2 pm

36 hours per week (minimum standard required is 35 hours per week) starting July 10

- Monday 10 am - 5 pm
- Tuesday 10 am - 5 pm
- Wednesday 10 am - 5 pm
- Thursday 12 am - 7 pm
- Friday 10 am - 2 pm
- Saturday 10 am - 2 pm
STAFFING

Full time, 35 hours
- Library Director, Donna Pesce
- Staff Assistance (Business Manager), Bill Townsend

Part-time, under 17.5 hours
- Reference Librarian, Zach Gerstein
- Library Assistant, Lorraine Isaac
- Library Clerk, Lori DePaolo
- Library Clerk, Catherine Taylor
- Library Clerk, Adam DePaolo
- Library Clerk, Olivia Reinhart

Part-time, under 12 hours
- Library Clerk, Joan Smyth
- Library Clerk, Christine Pasqueralle
- Library Page, Nick Osinoff

Substitutes, not on regular schedule
- Reference Librarian, Shelley Glick
- Youth Librarian, Judy Murphy
- Library Clerk (in business office), Renee Guillmette

On leave
- Youth Librarian, Amy Kaplan

ONGOING OPERATIONAL CHALLENGES

Facility
- a/c- awaiting bids and Village Board approval, Tony DiSisto reset it daily, outages on June 1 and July 6, 7 & 8 when Tony was on vacation.
- Leak – awaiting bids to relocate, worn parts replaced, awaiting Village Board approval, ceiling tiles replaced July 5
- Parking – Rec/camp staff will not use Library designate spaces as of July 12, except Village vehicle, Library parking unexpectedly not accessible morning of Saturday, 7/15.
- Elevator- was out on July 5
- Lighting at end of life in youth/staff areas, using 2nd floor discards
- general repairs – glass door fixed, long-expired AED replaced
- cleaning/maintenance – Village will do new RFP, checklist for current contractor, improvement in cleaning observed but still needs staff attention at times
- staff room –refrigerator, outlet issue from insurance walk through
- service desk situation safety/workflow issues

**Staffing**
- Hiring/budget/full-time vs part-time down to 2 full-time staff from 4 four years ago
- MUNIS system and bill-paying glitches

**Library Trustees**
- Appointments by Village – two openings from November and December 2022

**Big picture for Library**
- Options for future Library services needs study

**Attached Docs:**
- Board Packet June 14, 2023
- List of Disbursements since the last meeting, fiscal year 2022-2023 (provided at meeting)
- List of Disbursements since the last meeting, fiscal year 2023-2024 (provided at meeting)
- Budget transfers
- NYS Annual Library report