

Minutes: Board of Trustees, The Field Library, Monthly Meeting
July 18th, 2024

Present: President Alan Most
Vice-President Ben Bloom
Treasurer Trevor Noble
Interim Director Ed Falcone

Trustees Present: Ann Douglas, Mary Foster, Joe Galella, Karen Kelley, Sandra Smith

Trustees Not Present:
Catalina Fortino (unexcused absence)
Sinduja Srinivasan (excused absence)

Meeting called to order: 7:01pm
Public Comment: None

Adoption of Minutes

- Motion to accept the minutes was made by Sandra Smith, seconded by Joe Galella. Mary Foster abstained due to absence. Unanimously adopted.

Director's Report

Petition Sheets / Signatures

- The City Clerk is still verifying our petition sheets / signatures. Ed was informed originally by the city clerk that this would be completed by July 1st, but has now been told that it won't be completed until August 1st. This is cutting it close as the Board of Elections asks for this information to be submitted by 90 days before Election Day (Nov. 5th, 2024). Ed will reach out again to the city clerk and / or Pat Riley. The city clerk provides a letter to the library, and then Ed needs to get the letter to the Board of Elections.

Alan mentioned that the library is receiving some great turnout at our events:

- 24 participants at author Sarah Troncone's *My Curls and Me* event.
- We have 10 teens signed up for this year's *Battle of the Books* event.

Treasurer's Report

Investments

- Investments were up .6% to date and 3.43% year to date overall. Trevor will be meeting with our Wells Fargo representative about our investments.

Form 990 refiling

- TJ has completed a revised 990 form, but there were some questions about it. We will meet to discuss these questions.

Statistics

Circulation

- Circulation is up compared to last year.
- Library card registrations are up compared to last year.
- A question was asked about the numbers trending downward for movies and audio books in comparison to last year.
 - There has been a higher trend toward streaming for these items.

WLS

WLS Breakfast

- Thank you to the board members who were able to attend the WLS Breakfast on July 10th with our local legislators.

Replacement of all Computers

- The WLS IT Department is going to replace all computers in all Westchester Libraries. Payments for this will be spread out over three years. The reason for this is to update all computers to the new Windows 11 Operating System. Current computers cannot be updated to the new operating system.

Grants

Restroom Grant

- Ed is continuing to work on the restroom grant.

Flooring Grant

- We received the first reimbursement check for the grant for the flooring in the children's room.

Stem Lab Grant

- Ed had a video call about the stem lab. Ed wanted to confirm that the expenses that we put in the grant are reimbursable.
- Ed recommends getting an architect on board for the stem lab to help us best utilize the space. The costs of an architect would be reimbursable in the grant.

COMMITTEE REPORTS

Audit

We had our audit meeting with the auditors in May. We're waiting for a signed copy back from the auditors. Ed will reach out to the auditor about this.

Executive—No Report

Facilities

- Fire Drill procedures was discussed. We're waiting on the fire chief to set up the drill.

Finance—No Report

Fundraising

- The fundraising committee has been working with Chris Fox on the Peekskill Film Festival.

Governance—No Report

Human Resources—No Report

Nominating

- We have a possible candidate who was hoping to attend tonight’s meeting but couldn’t due to work issues. We hope he will be able to attend the next meeting.

Website

- The RFP (request for proposal) deadline is July 30th, 2024. We’ve received 1 submission. Two additional firms have said that they are going to submit proposals. Nine requests went out.

DISCUSSION ITEMS

Security Gates

- There’s a lot of dissatisfaction with the security gates on the children’s side of the library. They obstruct the entrance / exit area. We have a possible solution—Our security gates on the adult side are not working properly. We could move the security gates on the children’s side to replace the gates on the adult side.
- A motion was made by Ben Bloom to remove the gates on the children's side and use them to replace the gates on the adult side of the library. Seconded by Smith. All in favor.

Security Tags

- A discussion was had relating to security tags. Security tags were ordered, but we have books that still need to be tagged.

Accountant Raise in Fee

- We’ve received a letter from our accountant about an increase in our monthly fee. We have not received documentation of the hours that the accountant works on library-related activities.
 - Some of the services provided that were listed in the letter are items that could possibly be completed in-house.
- It is common for an accountant to provide a library with a flat rate, but the current rate given seems high. It might be beneficial to look into other accountants.
- Our current accountant has all of our invoices. We have none of that information in-house.
- Due to some discrepancies, we’ve asked our accountant to file an amended 990 tax form. We have been charged for this even though it was due to errors that were made originally by the accountant. There were still some issues with the amended tax form. The finance committee will meet with the accountant to discuss this.

NEW BUSINESS

Assurance Letter for State Aid for Library Construction Program

- This letter must be submitted for the children's restroom project and needs to be signed by Alan Most (Board President). It says that we will follow the guidelines and regulations of the grant. A motion was made to give Alan prior approval to sign the document.
- A motion was made by Sandra Smith to give Alan Most approval to sign the assurances letter. Seconded by Joe Galella. All in favor.

Tax Cap Resolution Letter and Letter to Voters (in English and Spanish)

- Ed shared with us these letters that he updated from last year in preparation for the budget election in November.

Optional August Meeting

- Our by-laws indicate that the August Board of Trustees Meeting is optional. There was a discussion that the meeting should be held since August 15th is the closing date for submissions for the Executive Director Search. Having the August meeting will allow us to review and discuss these submissions.
- The August meeting date was discussed and agreed on being moved to Tuesday, August 20th.
- Joe Galella made a motion to have the August Board of Trustees Meeting on Tuesday, August 20th. Seconded by Trevor Noble. All in favor.

A motion was made to leave the Board of Trustees meeting by Mary Foster. Seconded by Sandra Smith. All in favor.

A motion was made to go into Executive Session by Karen Kelley. Seconded by Joe Galella. All in favor.

Purpose of Executive Session: Discuss the status of the Executive Director Search Committee.

A motion was made to move out of Executive Session by Karen Kelley. Seconded by Joe Galella. All in favor.

A motion was made to adjourn the meeting by Ann Douglas. Ben Bloom seconded. All in favor.

Next Meeting: Tuesday, August 20th, 2024

Submitted by Benjamin Bloom