

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday, July 17, 2025

Present: President Douglas
Vice President Bloom
Treasurer Noble
Director Hysell

Trustees Present: Galella, Grimshaw, Kelley, Most, Spencer, Srinivasan

Trustees Absent: Fortino, Levine

Meeting called to order at: 7:00 pm

Public Comment: None

Presentation

Head of Youth Services Chelsea Holland provided the Board an update on activities of the Children's and Teen's activities.

Interactive activities include art and food related theme activities.

The Summer Reading program has approximately 145 participants ages 3-11. Teen programs have been lighter and include Ice Cream floats and movie nights.

Summer Reading for Teens has 5 current participants.

Executive Session

Move to adjourn to Executive Session at 7:09 pm for the purpose of pending legal matters by Most, seconded by Srinivasan. Unanimously approved.

Move to exit Executive Session at 7:59 pm by Most, seconded by Kelley. Unanimously approved.

Adoption of Minutes:

Move to accept the minutes of June 17, 2025 by Spencer, seconded by Noble. Unanimously approved.

Director's Report: Report accepted as offered. Director Hysell provided an additional update regarding an upcoming gallery show. Library policy will be posted alongside the show.

Treasurer's Report: Report accepted as offered. Investments are up over 2% month to month and over 4 ½ % year-to-date. Expenditures are running under budget, specifically in the salary line. All other expenditures are roughly in line with budget allocations.

Statistics: Director's Report. Director Hysell noted that the statistics report for June 2024 contains inaccuracies, and are continuing to be addressed. The current statistics for June 2025 are accurate.

WLS Report: No report. The Legislative thank you dinner is scheduled for July 22, 2025. The Field Library will be represented.

Committee Reports:

Audit: The Audit is complete. See New Business for Audit RFP.

Executive: No report

Facilities: No report

Finance: No report

Fundraising: The Board reviewed the outcomes from the Peekskill Film Festival. Sponsorships were secured, from direct contact with the fundraising committee, from Joseph Thompson, Architect, The Peekskill Coffee House, College Connections, Wells Fargo, Orange Bank and Trust. Four trustees were also sponsors. Board members and library staff volunteered at the Festival. The Fundraising Committee will review the revenue and expenditures at the next meeting. The Fundraising Committee will meet next week to begin planning for a fall fundraiser and a direct appeal.

Governance: No report.

Human Resources: No report.

Nominating: No report.

Discussion Item(s) None

Old Business:

a. Board Committee Charters - Audit and Governance

Moved to accept Audit Committee Charter by Douglass, seconded by Noble. Unanimously accepted.

Moved to accept Governance Committee Charter by Douglass, seconded by Spencer. Unanimously accepted.

b. Security - RFP or State Contract

The Board considered the options of an RFP or State Contract to secure security services for the Library. The current purchasing policy includes provisions for either. The current security provider is under State Contract. The board determined that use of the State contract is appropriate.

Moved to authorize Library Director Hysell to engage Allied in negotiations for a one-year contract to provide security services to the Field Library by Noble, seconded by Douglass. Unanimously approved.

New Business:

a. RFP for Audit

The current three-year contract of the current Audit services is complete. The Board reviewed an RFP for distribution.

Move to authorize Director Hysell to distribute the presented Request for Proposal for Professional Auditing Services by Douglass, seconded by Spencer. Unanimously approved.

b. Office Manager Job Description Update

Director Hysell provided an updated job description of the Office Manager. The description now includes the facilities liaison duties between the Library and City of Peekskill and outside contractors. Move to accept and implement the revised full-time Office & Facilities Manager by Kelley, seconded by Douglass. Unanimously approved.

Move to adjourn the meeting by Most and seconded by Spencer. Unanimously approved.

Meeting Adjourned at 8:32pm

Next meeting: August 21, 2025

Respectfully submitted by Deborah Grimshaw, Substitute Secretary
Pending adoption by Board of Trustees on August 21, 2025

