

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

June 20,2024

Present: President Most
Vice President Bloom
Treasurer Noble
Secretary Fortino
Interim Director Falcone

Trustees Present: Alexander, Douglas, Galella, Kelley, Smith, Srnivasan

Trustees Excused: Foster

Guest Present: Geraldo Torres

Meeting called to order: 7:02 pm

Recognition of Former Security Officer Geraldo Torres

Public comment: None

Adoption of Minutes

Moved to be accepted by Kelley, seconded by Smith. Unanimously adopted.

Director's Report: Update: Air-conditioner in Bookstore is fixed; Film Festival is on track; WLS systemwide purge inactive library cards, 41% of patrons records deleted (systemwide); Library system is exploring on-line library card registration; funding is not tied to number of library cards but rather the number of items that are circulated.

Treasurer's Report: Investments up 2.4% to date and 2.8% year to date. Budget running ahead primarily because of salaries being lower due to vacancies during the year. Noble noted that line 8150 is running higher than in 2023 as the audit fees were paid in May in 2024, but not until later in 2023. Noble provided an overview of the services provided by TJ Duffy and OfficeTasks. Highlighted that the expense for these services runs to approximately \$34,000 per annum and that currently there is no contract with OfficeTasks. The Board will wait until there is a new director in place to work on a contract with OfficeTasks. This will include details of financial documentation. Noble confirmed that the Form 990 was filed before the audited financials were approved and some figures were different. In future years, an extension from the IRS will be requested and the 990 will be completed based on the audited financials.

Statistics: Circulation is high this year, up by 40%. Currently there are 8,000 active library cards. Need to work on getting the number of active library cards higher. Will need to develop a multi-prong campaign to increase numbers.

WLS Report: Legislative breakfast: July 10th from 9:00 am – 10:00 am @ Montrose. Attended ADA workshop. Board of Trustee Kelley will be meeting with President Most and Interim Director Falcone to discuss components that need to be considered. Terry Kirchner is being honored with the 2024 Distinguished Service award by Nonprofit Westchester on December 4, 5:30pm-8:00pm

Friends of the Library: No report

Grants: Director's Report. More work needs to take place in the development of the STEM Lab, specifically in terms of vision and programs before any equipment is purchased.

Committee Reports

Audit: Clean audit report. Auditor recommended that the Board consider putting in place the following policies:

1. Contingency Funding
2. Net Asset Restriction
3. Payroll Exception Reports

Going forward the Auditor will be asked to file an extension for tax filing, to ensure that the Auditor's report precedes the filing.

Executive Committee: No report

Facilities Committee: A meeting is being set up for July.

Finance Committee: Treasurer's report.

Fund-raising Committee: The Peekskill Film Festival continues to be the work of the committee.

Governance: No report

Human Resource: No report

Nominating: The committee will be reaching out to interested candidates to have a group of potential nominees.

Website: Final RFP presented to Board for approval. Review criteria will be developed by committee in preparation for proposals.

Discussion Items:

Discussion continues regarding programming if the portable kitchen is purchased.

Old Business

Interim Director Falcone reported that he met with the Field Bookstore's landlord. There is an interest on the part of the landlord to renegotiate lease from 1997. Furthermore, there was an addendum to the lease that indicates that the tenant is responsible for air conditioning/heating repairs up to a specific dollar amount.

New Business

Christopher Alexander announced that he is resigning from his Board of Trustee position. Letter of resignation to follow.

Moved to adopt New Sick and Safe Leave Time Policy by Smith, seconded by Galella. Unanimously approved.

Moved to adopt New Paid Family Leave by Kelley, seconded by Srinivasan. Unanimously approved.

Moved to accept 2023 Financial Audit by Smith, seconded by Noble. Unanimously accepted.

Moved to approve Web Desing RFP by Bloom, seconded by Smith. Unanimously approved.

Moved to authorize Catalina Fortino (Secretary of the Board of Trustees of the Field Library) to certify Board of Trustee Resolution on proposed budget for 2025 on May 16, 2024, by Kelley, seconded by Srinivasan. Unanimously approved.

Moved to adjourn to Executive Session by Bloom, seconded by Galella. Unanimously approved.

Purpose of Executive Session: Personnel Issue: Director's Job Posting

Moved to exit Executive Session by Galella, seconded by Douglas. Unanimously approved.

New Business (continuation)

Moved to approve Library Director Job Posting by Douglas, seconded by Kelley. Unanimously approved.

Moved to adjourn meeting by Smith, seconded by Bloom. Unanimously approved.
Meeting adjourned: 8:30 pm

Next meeting July18, 2024

Submitted by Catalina Fortino

