

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes

June 6, 2019

Members Present: Nancy Abashian, Connie Barnes, Eugene Burns, Margaret Coffey, Peter DeWind, Kathleen Jablonowski, Margaret Shiel, Sara Tarricone

Absent: Laura Evans, Jesse Katen

Also Present: Director Jacalyn Spoon, County Attorney Jennifer Suwak, Four County Library System Director Steve Bachmann

Call to Order:

The meeting was called to order by P. DeWind at 8:36 a.m.

Public Comments:

US Census Training Space-
Lawrence Hickmott, Recruiting Assistant at the US Census Bureau, discussed a proposal to use the library's new room for three days in June and August to train new census workers and library staff. The library staff will be trained in exchange for waiving the room rental fee. A motion to let the US Census use the space for the requested dates and to waive the \$210 room fee was proposed by E. Burns, seconded by M. Shiel.

Amendments to the Agenda:

The topics of Four Country Library and Letter to the Governor were added.

Minutes of Last Board Meeting:

An edit was made to the minutes, adding the name of Christina Kramer, an employee from the County Executive's office. The updated minutes from May were approved on a motion by K. Jablonowski, seconded by N. Abashian.

Appointments and Resignations:

Jackie Nabinger started on May 20 as a Senior Account Clerk. Motion to hire presented by E. Burns, seconded by M. Shiel.

President's Report:

P. DeWind continues to be in contact with the County office. He will also be working with J. Spoon on the 2020 budget.

Director's Report:

The library will be a polling site on June 25 for early voting.

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The next few weeks will be focused on reviewing contracts that are up for renewal and finalizing the budget.

Broome County advised J. Spoon that BCPL custodians should be given vaccines as part of their role. She will find out if the vaccines are required by OSHA and will also follow up with the Broome County Health Department to see if this is something they can provide. If they are required M. Shiel presented a motion to deliver vaccines to the custodians, seconded by N. Abashian.

A \$400,000 grant being is being offered by Four County Library System, J. Spoon would like feedback from the Trustees on projects BCPL should identify as part of this grant opportunity. Deadline to apply is in August.

New Business:

G. Burns was unanimously approved to assume the Vice President role.

A decision was made not to hold a walk-in flu-clinic on Oct 15.

Policy Updates-

Updating library fees was discussed but no decisions were made.

J. Spoon's name will be added to the Meeting Room Policy. Additionally, the policy will be updated to reflect that there should be no selling of products unless there is prior approval from the executive committee. Information on the new room at the library will also be added. Motion presented by M. Shiel to approve the updated policy, seconded by C. Barnes.

Contracts-

All contracts up for renewal are subject to legal review by Broome County.

N. Abashian presented a motion to renew the contract with Literacy Volunteers, seconded by M. Shiel.

The following contracts were approved for renewal based on a motion by K. Jablonowski, seconded by C. Barnes:

- Friends of the Library Gift Shop

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- ICS Industries
- Eastern Copy Products
- Toshiba Copier

The contract for the 911 Back Up Call Center needs to be reviewed further before being approved by the board. This topic will be discussed at an upcoming board meeting.

Four Country Library System-

S. Bachmann from Four County Library reviewed the automation fee structure, which is based on circulation and holdings. BCPL sent Four County a list in Oct 2018 of over 7,000 items that need to be removed. S. Bachmann will follow up to get the items removed.

BCPL has two options for the next contract with Four County. The Board will need to decide on which contract they want to enter with Four County by September. S. Bachman will come to the August meeting to discuss further.

Letter to the Governor-

Librarian Kelsey Matoushek drafted a letter to the governor describing the negative impact to the Summer Reading program due to recent budget cuts. The board discussed also sending the letter to Fred Akshar, Donna Lupardo and the Chair of the NYS Legislative Committee.

The meeting was adjourned at 10:21 am

*Respectfully submitted,
Sara Tarricone*