

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes

December 6, 2018

Members Present: Nancy Abashian, Connie Barnes, Margaret Coffey, Peter DeWind, Laura Evans, Kathy Jablonowski, Jesse Katen, Margaret Shiel, Wendy Stewart, Sara Tarricone

Also Present: Director Jacalyn Spoon, County Attorney Jennifer Suwak, County Executive Jason Garner, 4CLS Director Steve Bachman, BCPL Librarians Sherry Kowalski, Jennifer Keysor, and Kelsey Matoushek

Call to order: The meeting was called to order by J. Katen at 8:32 a.m.

Public Comments: None

Amendments to the Agenda:

- Add Director's Report & Nominating Committee Report, Friends' Program Request
- Discussion of Special Taxing District

Minutes of Last Board Meeting: Approved on a motion by C. Barnes, seconded by P. DeWind

Appointments and Resignations:

- Two Custodial Workers, Vera Johnson and Kylie Gage, began working on November 19, 2018: 18 hrs/3 shift/week including one Saturday.
- Authority to hire a third Custodial Worker, one full-time and one part-time Library Clerk Position approved on a motion by W. Stewart, seconded by K. Jablonowski

REPORTS:

Board President: J. Katen was thanked for his service to the Board in the position of President. P. DeWind is willing to serve as President starting January 2019.

Director: J. Spoon noted that the budget was approved and asked how the Board wants the financial reports: discussion.

- Discussion of fundraising, earmarked donations vs. donation to Friends of the Library for redistributions. J. Garner noted that donations were never considered when County decides on allocating funds. Offered services of County Grant Writer for Special Taxing District. \$9,000 in foundation: discussion of asking NEA for matching grant.
- Discussion of need for J. Spoon to have access to all financial information.

NEW BUSINESS:

- Building Repair Issues: J. Spoon notes need for carpet replacement, security camera repair, mold removal: to do a walkthrough with DPW and Facilities Committee to meet with, get estimates.
- Automatic Renewal: J. Spoon recommends no fines for six months, in keeping with other libraries' policies.
- Renewal of Annual Contracts: **Jacie: was this discussed?**
- Friends' Program Request: **Jacie: was this discussed?**

OLD BUSINESS:

- Fine Free Update: not discussed
- Contracts with Other Agencies: Contract with Baker & Taylor renewed on a motion by C. Barnes, seconded by N. Abashian

EXECUTIVE SESSION: None

Meeting adjourned at 10:09 a.m.

Respectfully submitted,

Wendy Stewart,
Secretary