

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- December 5, 2019

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Members Present: Emily Backus, Connie Barnes, Eugene Burns, Margaret Coffey, JoAnne Hanrahan, Kathleen Jablonowski, Kate Miller-Corcoran, Margaret Shiel, Sara Tarricone

Absent: Nancy Abashian, Peter DeWind

Also Present: Director Jacalyn Spoon, County Attorney Jennifer Suwak, Jennifer Keysor, Sherry Kowalski, Michelle Ford, Christina Kramer, James Dutcher and Jennifer Embree.

Call to Order: The meeting was called to order by E. Burns at 8:35 a.m.

Public Comments:

None

Amendments to the Agenda:

None

Minutes of Last Board Meeting:

An edit was made to the November meeting minutes, changing 'OCLC' to 'Envisionware'. K. Jablonowski presented a motion to approve the amended minutes, seconded by C. Barnes.

Library Commercial:

Michelle Ford shared a draft of the commercial that has been developed for the library. Small edits were suggested. The distribution and audience still need to be determined before the commercial can be finalized. M. Ford will also go back to the participants and get written consent. Suggestion to have a marketing committee, comprised of library staff and board members, meet in January to determine next steps with the commercial.

Broome County IT:

J. Dutcher shared some information regarding Microsoft licensing that he is looking into on behalf of the library. It is requested that he come back when he has more time to spend at the meeting so that the board can have a more in-depth conversation with him regarding several items affecting the budget and overall IT efficiency at the library.

Appointments and Resignations:

- S. Tarricone presented a motion to hire Karen Everson as a new PT Library Clerk, the motion was seconded by P. Shiel. The library still has an opening for a PT Custodian.

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- C. Barnes term on the board will be over at the end of December. She was thanked for her years of service to the board and the Broome County Public Library.
- N. Abashian formally resigned from the board, effective immediately.
- Jennifer Embree presented herself as a nominee for the board.
- A resolution to renew K. Miller-Corcoran's term on the board will be voted on by the Broome County Legislature at their December meeting.

President's Report:

None

Director's Report:

- A resolution to the Broome County Legislature needs to be drafted in order to move forward with naming rights for rooms or other items at the library. E. Burns will reach out to former Foundation members to get some history on current naming conventions in the library. After discussion, it was determined that the Finance Committee needs to meet and bring a proposal to the board for review regarding this topic.
- The director has become aware that the library should be receiving free internet from Spectrum. This has not been the case. The director has informed New York State and Spectrum about the discrepancy. Follow up also needs to happen with J. Dutcher, Broome County IT.

New Business:

- Community Foundation- The board briefly discussed the funding that is attached to the Community Foundation. Diane Brown who leads that organization will be invited to a future meeting.
- Contracts:
  - A motion to approve the Envisionware contract was presented by M. Coffey seconded by K. Miller-Corcoran.

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- A motion to approve the E-rate contract was presented by J. Hanrahan, seconded by E. Backus. The contract will be given to P. DeWind to sign.

Executive Session:

C. Barnes presented a motion to enter Executive Session, seconded by E. Backus, the board entered Executive Session at 10:04 am. A motion to leave executive session was presented by J. Hanrahan, seconded by E. Backus, the board returned to regular session at 10:33 am.

The meeting was adjourned at 10:34 am.

***Next Meeting:***

***Scheduled for Thu, Jan 2 at 8:30 am.***

*Respectfully submitted,  
Sara Tarricone*