

BOARD OF TRUSTEES
Agenda – October 10, 2024

Regular Session Meeting Minutes – October 10, 2024 Meeting opens, 5:31pm

Members Present: Sarah Glose, Jill Kissick-Castro, Jeffri Boisvert,, Charmian Foster, JoAnne Hanrahan, Kate Miller-Corcoran, Katie Bowers, Jillian Sandy

Not Present: Al Buyck, Vikki Collazo

Also Present: Josias Bartram, Sherry Kowalski, Alex Fisher, Tom Jahn, Steven Bachman, Cher Armstrong, Emily Pape, Rebecca Stone

GUESTS:

- Steve Bachman – Director of the Four County Library System
- Prospective Trustees: Emily Pape, Tom Jahn, Olivia Shimkus

AMENDMENTS TO THE AGENDA

- None

PUBLIC COMMENTS

- None

MINUTES: August 8, 2024

- **Motion to accept the minutes: JoAnne Hanrahan, Second Charm Foster. Passes unanimously.**

APPOINTMENTS:

- Michelle Brandone – Librarian III (Head of Information Services)
 - From Queens PL!
 - **Motion to accept appointment: Jeffri Boisvert, Second JoAnne Hanrahan. Passes unanimously.**
- Sarah Reid – Librarian I (temp and PT)
 - From 4CLS, former children's library here!
 - **Motion to accept appointment: Sarah Glose, Second Katie Bowers. Passes unanimously.**
- Carol Nanni – Library Clerk (temp and PT)
 - Filling the position Mary Feheley is leaving
 - **Motion to accept appointment: JoAnne Hanrahan, Second Jillian Sandy. Passes unanimously.**

RESIGNATIONS:

- Mary Feheley – Library Clerk (temp and PT)
 - Longest serving current staff member - she's worked here for over 40 years!
 - **Motion to accept resignation: JoAnne Hanrahan, Second Charm Foster. Passes unanimously.**

NEW BUSINESS

- Prospective Trustees
 - On behalf of the Nominating Committee, our Prospective Trustees: Emily Pape, Tom Jahn, Olivia Shimkus

- Tom Jahn:
 - Lived in Binghamton for 20+ years
 - Has a 15 year-old son, uses the library a lot
 - Well connected in the homeschool community and promotes the library there
 - IT professional, so may be able to assist there
- Emily Pape
 - Living in Binghamton for 17 years
 - School age children, use the library extensively
 - Mom is retired librarian
 - Looking to be involved in the community in a new way
 - Extensive experience in the healthcare nonprofit space
 - Mostly interested in thinking about youth services and supporting kids' education
 - Lots of experience in data and strategy
- Olivia Shimkus
 - Windsor and University of Buffalo grad
 - TEFL-certified teacher, taught in Korea,
 - Did AmeriCorps in Miami, taught ESL there at the library, and later took a grant position as an ESL teacher at a library there
 - Now: Operations at MHAAS (this means "many hats" - HR, marketing, staffing, mental health first aid instructor, nonprofit resource stuff)
- Questions for Board
 - What is the Term Length?
 - Normal = 5 years
 - Filling in a term = 2.5 years
 - There is a partial term available
- Four County Library System (4CLS)
 - Welcome email maestro, Steven Bachman! Presenting on what 4CLS is and what we do
 - The Four County Library System (4CLS) provides consolidated library services to 42 member libraries in Broome, Chenango, Delaware, and Otsego County
 - Example services:
 - Interlibrary Loan
 - Bookmobile
 - Catalog services
 - Backbone for Libby and Hoopla, Digital magazines, etc
 - Continuing education for library staff and board members
 - Consulting with libraries on ethics, funding, etc.
 - Coordinating networking opportunities
 - BCPL is the central library of our system! Oooooo! 🌟
 - We're the largest library in the system, and it's part of our role to support the system and the other libraries in it.
 - We sit on the steering committee (Josias), online resources committee, Overdrive committee, etc.
 - "Josias is great, thank you so much for hiring him." - Steven Bachman (Agreed!)
 - Questions
 - Does 4CLS have control over the libraries in the system?
 - Each library in the system is independent
 - Ultimate authority for libraries in the state is the Regents

- Proposal is for two more years of the Peer Support program, with an increase in open hours. Focus of the proposal is on growth.
 - We expect significant funding, but not the full amount. We expect to need a 2nd grant.
 - Presently, the Friends are the 2nd largest funder, they have donated \$15K which has helped keep the program open as we seek additional grant funding.
 - Early in 2025 (for 2027) we will be talking with the county about integrating this into our operating budget.
 - Josias will be presenting about this program at a library conference in Texas!
 - This program is one of our most innovative library programs! We're helping pioneer work that other libraries are picking up.
 - **Motion to accept the proposal: JoAnne Hanarahan, Second Charm Foster. Passes unanimously.**
- Friends MOU
 - Outlines roles and responsibilities of library staff, board, and Friends, and how we support each other.
 - This was primarily authored by Kate - excellent work!
 - Sarah asks: what is the term on this MOU?
 - Josias asks Alex if a 5-year term is possible. We will vote on a 5-year term, with a clause that it can be easily amended during that term if needed. Legal will review.
 - Add language requiring the Friends to maintain the 501c3 in good standing
 - Edits will be made before voting
- Emergency Services MOU
 - In 2009, Emergency Services took over a large section in the library as a backup room for their call center.
 - They pay rent to the library.
 - Every two years, we vote on this. We need a new MOU by the end of this year.
 - We have expanded our programming significantly - we now use every square foot and, realistically, need more.
 - We need a definitive answer on if they are staying in the space or not.
 - We have safety concerns for the library staff - inconsistent locking of the door, access to emergency exit, etc.
 - The space is not ideal for Emergency Services either, from their end.
 - Kate and Josias will be meeting with them to discuss.
- Peer Support guidelines
 - We created a secondary Code of Conduct to address specific problems the Peer Support program has had
 - Our BCPL Code of Conduct is general, for everyone that uses the library. This needed to be/is specific to the program.
 - **Motion to accept the Peer Support guidelines: JoAnne Hanarahan, Second Sarah Glose. Passes unanimously.**

OLD BUSINESS

- 2025 Budget proposal
 - We are pretty far along in the process. Hearing with Finance Committee of Legislature was yesterday.
 - Based on prior years, Josias believes it is likely to pass.

- It's a good budget for us: all requested collections increases, a FT library assistant for promotions and events, promotion for youth services librarians from Librarian 2 to Librarian 3.
 - Not getting PT Librarian, but they said they can do it next year.
 - Not getting FT Account Clerk, but this is getting centralized into a Treasury Clerk role with the county, focused on accounts payable. What does this mean for functions like payroll - does that fall to library admin?
 - Jackie will stay on in a temp role to help with this.
- Olympus Energy Update
 - In 1997, a former patron passed away and left property rights to the library. The property may have fracking on it.
 - We signed a quiet title agreement, along with United Methodist Homes, and some other nonprofits.
 - After several years, they have now hired an attorney in PA. There is nothing new to be voted on at this time, just an update.
- REPORTS (August & September)
 - Financials
 - Financial reports are included for August and September.
 - We closed out a bunch of PO's, so money that was encumbered is now available.
 - We're very close to the margin of money we have, but that is in line with the plan/mission.
 - We have almost \$1M in the fund balance. At some point the county may have us go into that for our operating budget, but not at this time.
 - Director's Report
 - Will follow up by email.
 - Staff Reports
 - In-person circulation is trending down, but this may be due to our reduced hours over the past two months.
 - Online circulation is trending up.
 - We've moved toward being a library that focuses more on programs than collections, but collections are still important.
 - Committee Reports
- **Motion to enter into executive session at 6:59pm: JoAnne Hanarahan, Second Jeffri Boisvert. Passes unanimously.**
- **Motion to exit executive session at 7:10pm: JoAnne Hanarahan, Second Jeffri Boisvert. Passes unanimously.**
- **7:11pm Motion to Adjourn: Sarah Glose, Second Jillian Sandy. Passes unanimously.**
- Meeting adjourns: 7:11pm