### 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 Hanarahan, 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 Hanarahan. 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 Hanarahan, 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 Hanarahan, 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 MHAST (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

- The Division of Library Development has more direct control there are 5 people working there, and 700 libraries in the state. Just 140 libraries per person!
  - So the state has limited time, and there are many instances where 4CLS is called in to assist when issues arise.
- Do you have a board?
  - Yes! With an open board position! Wish to volunteer? <u>sbachman@4cls.org</u>
    Always stay hustling
- 4CLS Envisionware contract
  - Envisionware runs our public computers and printing the contract is between Envisionware and 4CLS, subcontracted to us.
  - Very standard, we vote on this every year.
  - Essential to the operation of the library.
  - Motion to accept the contract: Jeffri Boisvert, Second JoAnne Hanarahan. Passes unanimously.
- 4CLS Purchasing agreement
  - For the cataloging and processing of materials
  - \$0.25 per item added to catalog, \$0.50 for items that 4CLS are more intensive to physically process.
  - Motion to accept the contract: Jeffri Boisvert, Second Jillian Sandy. Passes unanimously.
- HVAC Closure/staff training
  - We're closed next week! For the overhaul of the air handlers. We are excited to have the support of the county in taking care of our building.
  - Closure is unavoidable the construction is essential and the big crane/the work on the roof will create a safety issue if the public/staff are walking back and forth.
  - The plan: full closure with no staff in the building Monday Saturday
    - There will be two offsite training days, supported by Friends of the Library. Thank you, Friends!
      - Wilderness Adventure Program in Greene Monday, rain day Tuesday
      - In old library building Wednesday (includes tour and Compassion Fatigue training)
    - WFH on day opposite the Wilderness Adventure Program Thursday, and Friday
  - News has been widely shared in the community, we have also reached out directly to the regular patrons
- Succession Plan
  - As a sort of requirement of the Hoyt Foundation, Josias attended a succession planning workshop
  - We want to have a plan in place if a director leaves or is incapacitated in some way
  - Today is not for voting but for asking feedback is not quite polished. Please send your feedback to Josias, as it will be edited and put for a vote in November.
    - Josias will send a Google doc tomorrow, be on the lookout €€
  - This was built via Hoyt's template, and based off of experience during Josias' sailing trip 🔊
- Grants & Projects
  - New Klee Foundation proposal
    - We've had almost 900 referrals from the Peer Support program!

- 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)
  - $\circ$  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