

BOARD OF TRUSTEES

Agenda – October 10, 2024

Regular Session Meeting Minutes – October 10, 2024 Meeting opens, 5:33pm

Members Present: Sarah Glose, Jill Kissick-Castro, Charmian Foster, Kate Miller-Corcoran, Katie Bowers, Jillian Sandy, Al Buyck, Vikki Collazo, Kelly Sullivan

Not Present: Jeffri Boisvert, JoAnne Hanrahan

Also Present: Josias Bartram, Laura Haynes, Michelle Brandone, Rebecca Stone, Sherry Kowalski, Alex Fisher, Olivia Shimkus, Tom Jahn

GUESTS:

- None

AMENDMENTS TO THE AGENDA

- Donation of tablets from elections consultant (Josias)

ANNOUNCEMENTS

- Trustee Sarah Glose recognized by the Greater Binghamton Chamber of Commerce as Emerging Leader in the community! Go Sarah! 🎉
- Josias was the keynote speaker and led a workshop at a gathering in Texas for peer support in libraries; this was part of a 3-year funded initiative. Go Josias! 🎉
- Kate is starting a public health program through UC Berkeley. Woo! This will lead to her stepping down from the board. Don't go, Kate! 🌸
- The Nominating Committee brings forward the new proposed exec committee, to be voted in in December:
 - President: Al Buyck
 - Vice President: Jeffri Boisvert
 - Secretary: Katie Bowers
 - Treasurer: Vikki Collazo

PUBLIC COMMENTS

- None

MINUTES: October 10, 2024

- Correction: Change EMS contract entry date from 2014 → 2009
- **Motion to accept the minutes with correction: Al Buyck, Second Vikki Collazo. Passes unanimously.**

APPOINTMENTS:

- Nursel Bagsever – moving from FT Library Clerk to PT Library Clerk
- Ethan Mellen – moving from PT Library Clerk to FT Library Clerk
- **Motion to accept the appointments: Charmian Foster, Second Sarah Glose. Passes unanimously.**

NEW BUSINESS

- Donation of Tablets

- 24 tablets donated from a previous political campaign.
- We want to distribute them to the other libraries in the 4CLS.
- **Motion to accept the donation and distribution: Jillian Sandy, Second Kelly. Passes unanimously.**

OLD BUSINESS

- Holiday Closing Dates – revision
 - Closing at 5pm on NYE 2024
 - **Motion to accept the revision: Al Buyck, Second Vikki Collazo. Passes unanimously.**
- Succession Plan
 - **Motion to accept the Succession Plan: Jillian Sandy, Second Sarah Glose. Passes unanimously.**
- Klee grant/Peer Support update
 - Klee will be funding 2025 at the full requested amount - an increase! Hooray!
 - No response yet regarding 2026, but we plan to secure additional funders.
 - Intention is to then fold it into our operating budget in 2027 - either a social worker, peer support specialists, or similar.
- Friends MOU
 - **Motion to accept the Friends of the Library <> BCPL MOU: Jillian Sandy, Second Al Buyck. Passes unanimously.**
- Emergency Services MOU
 - We entered into this agreement in 2009.
 - The statement that the library can ask them to leave at any time does not reflect our present reality and will be removed. We will also be moving to a 5 year MOU. We do not intend to increase charges.
 - During a meeting with the County and Emergency Services, it was deemed too costly - up to \$4M to move them.
 - To address BCPL concerns, they will build a new hallway to create staff access to the emergency entrance and surrounding sides (shipping and receiving, staff restrooms, server closet, and electrical closet).
 - We will also be requesting security clearance for supervisors to be able to access the shared server closet and electrical closet.
 - We are also hoping for support for some small renovations that would create additional staff space.
 - County Engineers will be visiting next week. We will vote on this in the December meeting once more details are available.
- Code of Conduct updates
 - Addition: Defining harassment and sexual harassment more clearly.
 - Addition: Language added to make the Code enforceable in situations not explicitly mentioned in the document.
 - Revision: We will be moving to designated eating areas, rather than allowing eating throughout the library. Designated areas will have appropriate flooring and waste receptacles.
 - **Motion to accept the Code of Conduct updates: Sarah Glose, Second Jillian Sandy. Passes unanimously.**

- EXECUTIVE SESSION - None
- REPORTS
 - October Financials
 - We are exactly where we want to be. We will spend basically our whole budget, which is always the goal.
 - Contractual expenses are running low, but we have leftover funds in the benefits and payroll lines.
 - Overtime and extra hours for part-timers are approved for the rest of the year.
 - 2025 budget was approved and we can move forward with hiring for new positions.
 - We'll be meeting next week with the County Budget Director about how the new centralized Account Clerks will work. Overall, Josias feels positive about it. Onboarding will take a long time, so Jackie will be staying on in a temp position for another year.
 - Payroll will not be centralized, and Josias and Sherry will have to pick that up.
 - We will be hiring for the Library Assistant for Programs and Exhibits.
 - Director's Report
 - We are officially fully staffed! Hooray!
 - Michelle and Cher have been great additions.
 - We still need support in Youth Services, where the librarian is currently on medical leave.
 - We have scaled back a lot of programs, but we still have some core programs like storytime.
 - The air handlers are fully replaced and on schedule!
 - The goal now is to get moving on renovations from the construction aid from the state.
 - New, additional security cameras
 - New door counter
 - Downstairs bathroom renovation
 - Door and ramp to garden
 - Security office in rotunda
 - Upstairs bathroom renovation
 - Removal of defunct security office in Ahern room
 - Staff Reports
 - Michelle is here and taking on some storytimes!
 - Reference stats are on par, even given being closed for a week for the air handlers and the shortened hours.
 - Committee Reports – Strategic Plan review
 - Strategic Plan is 2023 - 2028, written with board and staff
 - We do a review every six months to see what we have accomplished and what needs to be worked on or adjusted
 - We will be examining timelines and the fit for the staff that we currently have
 - Kate will continue on as a community committee member.
 - Personnel Committee will be putting together a plan for Josias' review.
 - Marketing Committee - we need to develop the outreach plan outlined in the strategic plan. We did not have the staff this year, but establishing when this will happen is important.
 - They will need to advertise for a new board member for Kate's seat.
 - No updates from policy review

- DEI committee is seeking new members.
- Nominating Committee
 - The search is on for a new board member
 - Kate is working on an onboarding program for new trustees
- Additional Announcement: Board Members must have all training requirements (2 hours) fulfilled by the end of the year. Kate will be sending out an email to let you know if you are up to date.

- Friends
 - JoAnne is staying as Friends President, but stepping back for a few months. A new Vice President will be stepping up to support activities during that time.
 - JoAnne is wonderful. 🌸

- **6:47pm Motion to Adjourn: Al Buyck, Second Jillian Sandy. Passes unanimously.**

- Meeting adjourns: 6:47pm