

Broome County Public Library  
Board of Trustees

Regular Session Meeting Minutes – 04.25.24 Meeting opens, 5:34pm

Members Present: Jeffri Boisvert, Vikki Collazo, Charmian Foster, JoAnne Hanrahan, Kate Miller-Corcoran, Katie Bowers, Sarah Glose, Al Buyck

Not Present: Jill Kissick-Castro

Also Present: Josias Bartram (Back from the South Pacific), Cheryl Sullivan, Laura Haynes, Sherry Kowalski, Nick Cosack, Jill Friedlander, Judd Carlton, Jillian Sandy, Rebecca Stone

PREVIOUS MONTH'S MINUTES: Motion to accept: Al Buyck, Second: Charmian Foster. Passes unanimously.

## APPOINTMENTS

- Two new hires!
  - Riley Maley – Library Clerk (Youth Services)
  - James Ingram – Library Clerk (Circ)
  - Motion to accept: Vikki Collazo, Second: Jeffri Boisvert. Passes unanimously.

## NEW BUSINESS

- Overview of Custodial/Facilities
  - Arrives at 6:30am every morning to get the building ready - this is huge!!
  - Nick has been a huge asset in knowledge, connecting with DPW, etc.
  - Many new cleaning products and methods - the libraries feels much cleaner!
  - Recently purchased outdoor maintenance equipment and tackling outside. Looking to purchase a shed to store equipment and recycling overflow in the winter.
  - We take pride in maintaining a beautiful building for the patrons
  - Please say hi any time! Even if the Giants lose, I'll still be happy to see you.
- 2023 Annual Report
  - A labor of love for Laura - thank you Laura, it's beautiful!!
  - Josias' letter was recently added - will be designed beautifully
  - Need to clarify that the tabletop RPG programs being spoken about are for adults
  - The stats are very interesting for 2023
    - Our attendance in the building is very, very close to what it was in 2019 - bounce back from COVID, yay!
    - People are coming more for programming now, less taking out books
    - The one area that is up is adult non-fiction - we weeded quite a bit, which reduces the amount of clutter people have to dive through - people can find what they want!
      - This is right in line with library science theory, and fun to see play out in person!
  - The Staff Spotlight was really interesting! Good to get to know you, Jill! Great job, Laura!
    - Correction from Laura: Josias, this was your idea 😊
  - Motion to accept with pending RPG correction and design on Josias' letter: JoAnne Hanrahan, Second: Al Buyck. Passes unanimously.

- Discussion of the roles of the Board, Friends, Administration, and Staff
  - Whose role is what in the library?
  - Kate Miller-Corcoran passes out a handout from Steve Bachman. Jeffri Boisvert proposes that Steve (or we) should add a Staff column - the handout only covers Director, Trustees, and Friends. The Staff does a lot independently and that should be recognized.
    - BCPL Library Admin does a lot of advising and coordinating, but not micromanaging.
    - Another column could be the Union, the County Administration, etc. We are a medium-size library (that aspires to be a medium-*large* size library!), so we should make a chart that fits us all!
  - The county has been encouraging us to have an updated MOU with the Friends. The time has come!
    - To be included:
      - Under our Code of Conduct, the Friends and the Historical Society are the only groups that can sell things in the library. This should be included in the MOU.
      - Also the Friends' ability to use the Book Sale rooms
      - Library should be able to pay for programs that the Friends aren't interested in running - simplify what they are doing.
    - Having a Programming Director could be helpful in keeping all these structures organized and flowing.
    - The Friends want this - as leadership at the library and the Friends turns over, they want to maintain this good relationship, the Book Sales, etc. Let's set the future up for success.
    - We have a lot of examples to work from, including the previous MOU between the Friends and the Library.
    - It will be drafted, go through the Friends Board, the Library Board, County Legal, etc.

#### OATHS – Jillian Sandy, Al Buyck

- Welcome, new library trustees!
- Al Buyck and Jillian must say the oath in unison. They handle it like pros!
- We will do oath again next month for Chad Miller.

#### OLD BUSINESS

- Board documents and email
  - Can everyone get in?
    - No! The link used to work, but now it does not.
    - Josias will send updated links - please let Josias know if you are able to access it.
    - As far as we know, our email does work!

#### REPORTS

- Financial Reports
  - Through today
  - Highlights on the Revenue Report
    - Miscellaneous line: Something was erroneously on there for January, which was removed, causing the negative
    - It looks like we are way over on State Aid - this cover the construction funding, which was put in the line for time constraints. This will be changed in the upcoming report.

- We are trending just below the budget on salaries, contractual expenses are as expected.
- The employee tuition reimbursement line seems low - what's up with that?
  - This is a union agreement.
  - There are staff eligible for it, but they don't feel that it's worth it (which is fair - college is expensive, and the budget line is not high).
  - Change would have to be proposed by the union/staff - and that's unlikely to happen, as staff aren't using it.
  
- Directors Reports
  - Sherry wrote a good one covering the time when Josias is gone. Josias is grateful to Sherry, Judd, and the staff for all their great work while he was gone!
  
- Staff Reports
  - Excited about the seed library!
  - Farm to Library will continue next year thanks to a grant from the Community Foundation and BU.
  - Thank you also to the Friends for supporting this process!
  - Josias is doing a succession planning workshop given by the Hoyt Foundation - they are requesting ten directors from their grantees to attend.
  - Staff reports were great! Staff works hard!
  
- Committee Reports
  - Report your reports!
    - Executive Committee: Met about collaborating with Friends on MOU
    - Strategic Planning Committee: Reconvening in May
    - Finance Committee: Check out the finance reports! The next one will be the first Thursday in May at 4:30 on Zoom.
    - The Nom Comm (Nominating Committee): Reflected on circular recruitment process, and putting it on paper so anyone can reference it. Goal is to have everyone appointed in December. Discussed strategies for developing a trustee pipeline.
      - We are not anticipating any new open positions this year.
      - Idea: Could we do a program to train potential board members (for our boards and others)? This could be a service to the community.
        - Broome Leadership Institute (through the Chamber of Commerce) does this. But it does cost \$\$.
        - Sarah Glose asserts that this seems like scope creep.
        - What programs that do exist are very formal - is there something more approachable we could offer?
        - Could we offer a quick connection with current sitting board members, so that people have a friend in the room when they come check it out.
      - Idea: Library Passport that encourages you to learn about the different areas/programs of the library.
        - Pilot with board members. Roll out to the public if it seems good.
      - Could we work on changing the geographic requirements?
        - They are possibly written into the library charter, which would make changing them very difficult.
      - How did you come to be on the board?
        - JoAnne Hanrahan - wanted to make change and was advised by a staff member

- Vikki Collazo - saw a Facebook post from Kate Miller-Corcoran
- Jeffri Boisvert and Sarah Glose - Brazenly volunteered themselves because they long for public service
- Can we do a “Get to know the Board” Board in the rotunda? With pictures and bios?
- Personnel Committee: No update this month. Will be doing the library director evaluation in the Fall.
- Marketing Committee: No update this month. Marketing committee did a lot with the website, but there’s not a lot needed now. The work tends to have drastic ebbs and flows, and we are currently in an ebb.
- DEI Committee: Kate Miller-Corcoran invited Sarah Glose to join the committee. Held discussion about what initiatives need to be expanded in the library. Trying to think about what issues need to be elevated to other committees. Updating the DEI plan.
- Policy Committee: No update this month. Need a review session to look at current policies - there is a large volume to go through. Estimate is that we have roughly 100 to go through, Josias will forward some of the worst first. Bylaws are reviewed by a nominating committee. Pushing for more staff involvement with policy writing.
- Report your chair people!
  - Executive Committee: Kate Miller-Corcoran
  - Strategic Planning Committee: Kate Miller-Corcoran
  - Finance Committee: Al Buyck
  - The Nom Comm: Charmian Foster
  - Personnel Committee: Jeffri Boisvert
  - DEI Committee: Jill Kissick-Castro
  - Marketing Committee: Jillian Sandy
  - Policy Committee: Jeffri Boisvert
- 2023 Annual Report

**6:43pm Motion to Adjourn: JoAnne Hanrahan, Second Al Buyck. Passes unanimously.**

#### ATTACHMENTS

- February minutes