

Broome County Public Library
Board of Trustees

Regular Session Meeting Minutes – June 13, 2024 Meeting opens, 5:33pm

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

Not Present: Jill Kissick-Castro, Jillian Sandy

Also Present: Josias Bartram, Kathleen Shores, Laura Haynes, Sherry Kowalski

GUESTS

- None

AMENDMENTS TO THE AGENDA

- None

PUBLIC COMMENTS

- None

MINUTES: May 9, 2024

- “County Historian” will be corrected to “Deputy County Historian”
- Cheryl Sullivan’s name was misspelled (Sheryl) and will be corrected.
- **Motion to accept the minutes with noted changes: Al Buyck, Second: Vikki Collazo. Passes unanimously.**

APPOINTMENTS

- Megan Tuttle – Custodial Worker
 - **Motion to accept the appointment: Al Buyck, Second: Jeffri Boisvert. Passes unanimously.**
- Tammy Cummings – Librarian I (temp)
 - **Motion to accept the appointment: Al Buyck, Second: Vikki Collazo. Passes unanimously.**

RESIGNATIONS

- Judd Karlman – Head of Information Services
 - **Motion to accept the resignation: JoAnne Hanrahan, Second: Jeffri Boisvert. Passes unanimously.**
- Gillian Friedlander – Information Services Librarian
 - **Motion to accept the resignation: Sarah Glose, Second: Al Buyck. Passes unanimously.**
- Christian Wert – Library Clerk
 - **Motion to accept the resignation: Charm Foster, Second: JoAnne Hanrahan. Passes unanimously.**
- A note that all resignations are unconnected to events at our library - they all are accepting opportunities to grow their career in other libraries/universities.
- All of these resignations are accepted with a bit of sadness and gratitude. We will miss them, but wish them well in their new endeavors. We are so thankful for all they accomplished here!

TERMINATIONS Gavyn Humphrey – Custodial Worker

- **Motion to accept the resignation: Jeffri Boisvert, Second: Al Buyck. Passes unanimously.**

NEW BUSINESS

- newspapers.com
 - We will be doing a 3-year contract, approved by the County.
 - The cost per year is ~\$8K. This is replacing our previous service, which is ~\$5K per year. The cheaper service offered only local-ish papers (newspapers covering communities within 2 - 3 hours drive from Binghamton). Newspapers.com has domestic and international papers - a huge catalog!!
 - Fun tip: Look up your ancestors' names in the papers from their hometowns
 - **Motion to accept the resignation: Al Buyck, Second: Charm Foster. Passes unanimously.**
- E-rate
 - This would be difficult to spend ourselves, so it will be managed by FCLS.
 - This is an annual task, very standard, very detailed.
 - **Motion to approve: JoAnne Hanrahan, Second: Jeffri Boisvert. Passes unanimously.**
- Overview of BC budget process & 2025 Budget update
 - The budget nerds are very excited. 🤪
 - Our budget process starts in earnest in early June, planning for the fiscal year (which is also the calendar year).
 - Our biggest funder is Broome County, followed by the City of Binghamton, followed by NY State.
 - We project what NY State will provide. We provide budget lines for income like our tenants, printers, etc. We then prepare what we will ask the County for.
 - We make our income/expenses match and submit the proposal by June 28th.
 - We then meet with the County and they approve, or ask for changes. This then goes into the County Executive's budget proposal, which then goes to the legislature for approval in ~November. We have a hearing in front of the legislature's finance committee where they basically pop quiz each of the county departments on various line items and their purpose.
 - Questions about this process? No. Go get 'em tiger.
 - They are launching a new software system right now to submit the budget. So everyone has two weeks to learn the system and submit the budget. The race is afoot!
 - At the budget meeting, there was a lot of talk about efficiencies and use of software and AI. There is no mandate to make cuts.
 - The County has been very generous about giving us funding for new positions each year. We will continue to request these as we rebuild the library's staff.
 - The budget proposal will come to the board in the July meeting - after the County Executive's office.
- Lost item notices
 - These go out to patrons who have not returned borrowed items. Currently they still state the fees owed. This is going to be fixed on staff development day.
 - JoAnne proposes Gerald the Giraffe send the notices. Delightful.
- Emergency hours
 - 3 staff are leaving, and a 4th is on long term medical leave. We are down to 4 supervisors.
 - We are state-mandated to be open 60 hours per week, but we can go below this on a temporary basis to meet this staffing moment.
 - We are requesting 6 fewer hours per week, on weekday evenings.

- Sherry and Josias will cover more evenings and weekends, but they still need to have overlapping schedules to work on the budget and a few other projects.
 - To make sure we don't burn out staff, we are not going to be asking people to work a lot of overtime.
 - We will be posting notices in the library and online.
 - We will return to full hours as soon as we feel we have enough supervisors to cover all 60 hours - we don't necessarily have to have all 3 vacant positions filled.
- **Motion to grant Josias permission to reduce the library's hours in response to emergency staffing situation: Al Buyck, Second JoAnne Hanrahan. Passes unanimously.**

OLD BUSINESS

- Borrower Registration Policy
 - We eliminated the fee for non-resident borrowers.
 - Staff asks: Is there a geographic limit to this policy? Do we accept people from Illinois? Thailand? It has come up a couple times since the policy change that people from quite far away would like a card.
 - This seems very welcoming and cool - our library impacts people all over the world!
 - Board asks: How often does this happen? Is it worth it to charge a fee if it's infrequent?
 - May just make more work for staff - having the same policy for everyone is easier - consistency is easier.
 - We could limit it to USA, or to NY and neighboring states.
 - Should we limit the number of books they can take out? No, special conditions will make extra work for staff.
 - Staff does not have significant concerns about not having a limit.
 - We will do no geographic limit for now in practice. We will review the numbers at a future meeting.
- Decker Foundation donation
 - Update: last month we voted to accept the donation of a computer workstation/child play area. Decker Foundation is moving forward with the purchase. We suspect it will be very popular!

REPORTS

- May financials
 - Financials are on track, and we now have an abundance of funding for payroll and overtime due to the departing staff. Obviously this will be short-lived as we hire, but then we will still be pretty much on track.
 - Some expenses and income are front-loaded, but that is normal and anticipated.
 - No issues of concern.
- Director's Report
 - The turnover is going to have a big impact, but it is addressable and an opportunity.
 - We have staff development day coming up! It will be a mix of professional development, teambuilding, and rejuvenating activities. We will be reviewing the strategic plan with all staff, going over performance reviews, and working on overdue notices.
 - Friends of the Library will be covering lunch via Uber Eats. Will everyone be happy when they can choose from three different restaurants? This library aims to find out!
 - The break room is a big success! Staff have been able to eat lunches, host goodbye parties, work on a group puzzle, relax in a private space, etc.

- Staff Reports
 - Great reports! The colors are helpful and easy to discern, and the numbers they depict look great.
 - Laura will be taking on more of these reports in Judd's absence.

- Committee Reports
 - Strategic Planning Committee: did not meet but made a plan to review goals that are set to be completed soon.
 - Finance Committee:
 - Met this month.
 - They are looking for a new committee member.
 - We are pitching two part-time and one full-time position in the new budget.
 - Nominating Committee (Nom Comm): Still looking to recruit still to fill Chad's seat. Do we have a flier that we could hand people? Sarah Glose volunteers to create one.
 - Katie requests a Facebook post with Gerald and Mr. Paws looking for board members. Use our spokespeople!! 🦒🐾
 - Marketing Committee: Met this month to review their goals from within the strategic plan.
 - DEI Committee: Will reconvene in July.
 - Policy Committee:
 - Have reviewed some old policies; "So many, and such a mess".
 - They are outdated and too specific - some name, rather than roles, *specific staff members* (from the 90's!!). Storing through them and fixing them is going to be a lot of nit-picky work.
 - Josias has created a prioritized list for what should be addressed first. Jeffri will be looking to work with some staff members on this.

Motion to move into Executive Session at 6:35pm: JoAnne Hanrahan, Second Jeffri Boisvert. Passes unanimously.

Motion to exit Executive Session at 6:53pm: Al Buyck. Second Vicki Callazo. Passes unanimously.

6:54pm Motion to Adjourn: JoAnne Hanrahan, Second Al Buyck. Passes unanimously.

ATTACHMENTS

- May minutes
- Newspapers.com contract and datasheet
- E-rate Form 479 and Letter of Agency 2025
- Broome County Budget Preparation Manual Policies
- pm 0025-0 Trustees 2024 – revised
- BCPL_Board Trustees Chronology terms-revised
- Borrower Registration Policy – draft Lost items notice