

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

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5000-1
	EFFECTIVE	May 9, 2024	PAGE 1 OF 1
	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	May 17, 2021	

CHAIN OF AUTHORITY

The Chief Operating Officer of the Broome County Public Library is the Director. As such the Director is the primary authority within the organization. However, the Director also has numerous professional obligations that require that he/she be out of the building for periods of time. Therefore, it is essential that a recognized chain of authority be established to ensure smooth operations regardless of whether the Director is present in the library.

Broome County Public Library Chain of Authority

1. Director
2. Assistant Director
3. Librarian III
4. Librarian II – Information Services
5. Librarian II – Youth Services
6. Librarian I – Information Services
7. Librarian I – Youth Services
8. Principal Library Clerk

When the Director will be out of the building, the designated person in charge should be notified as soon as possible, but no later than two days prior to the anticipated date. Emergency situations may make such notification impractical but should be rare occurrences. When the Director is out of the building on official library business, he/she will be available via cell phone and email. Persons in charge, other than the Director may contact the Board President, Board VP, Board Secretary or Board Treasurer (in that order) for guidance if the Director cannot be reached.

Department Heads will enter time off and other relevant schedule changes for all staff members in the Chain of Authority into a shared Google calendar. On the first workday of each week, this calendar will be used to generate a schedule that identifies the Building Supervisor for each half-hour increment of the week. This schedule will be shared with everyone in the Chain of Authority and will be posted in the Circulation workroom.

The shared Google calendar will also be referenced by Department Heads when scheduling or approving time off for Librarians. A minimum of 2 Librarians must be scheduled during daytime hours (9:00 to 5:00) on weekdays, and a minimum of 1 Librarian must be scheduled during evening (5:00 to 8:00) and weekend hours.

See attached organizational chart and
Board of Trustees List

DRAFT

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY #	0029-0
	EFFECTIVE	August 7, 2014	PAGE	1 OF 4
	SOURCE	Board of Trustees		
	SUPERCEDES			

CONFLICT OF INTEREST POLICY

STATEMENTS:

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members and volunteers from interfering with the performance of their duties to the BCPL, or result in personal financial, professional, or political gain on the part of such persons at the expense of the BCPL or its members, supporters, and other stakeholders.

DEFINITIONS:

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, and board members of BCPL.

Board means the Broome County Public Library Board of Trustees.

BCPL means Broome County Public Library

Volunteer means a person, other than a board member, who does not receive compensation for services and expertise provided to BCPL and retains a significant independent decision-making authority to commit resources of the organization.

Staff Member means a person who receives all or part of her/his income from the payroll of the BCPL.

Supporter means nonprofit organizations that contribute to the Broome County Public Library, such as the Friends of the Broome County Public Library.

PURPOSE:

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the BCPL, or result in personal financial, professional, or political gain on the part of such persons at the expense of BCPL or its members, supporters or other stakeholders.

POLICY:

1. General
 - a. Trustees serving on the Board act in a fiduciary capacity and owe to the library, a duty of loyalty and fidelity, it being their responsibility to discharge their duties in good faith, with a high degree of diligence, care and skill, and for the sole benefit of the library.
 - b. Trustees shall perform their duties with independent judgment of individuals, not as representatives of any group, firm or interest in which they may participate or the ideals or aims of which they may espouse. All actions taken and all decisions made as a Trustee should be solely in the interest and for the benefit of BCPL.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY # 0029-0
	EFFECTIVE	August 7, 2014	PAGE 2 OF 4
	SOURCE	Board of Trustees	
	SUPERCEDES		

CONFLICT OF INTEREST POLICY

POLICY Continued:

1. General

- c. The staff, volunteers and supporters of the library shall be subject to the applicable personal benefits, disclosure of conflicts and favors provisions of this policy.

IMPLEMENTATION:

2. Trustees, staff, volunteers and supporters shall exercise the strictest honesty, loyalty and fidelity in the discharge of their duties and in all dealings with or on behalf of the library. They shall not use their positions on the Board or any knowledge gained therefrom, or participate directly or indirectly in any arrangement, investment, contract or activity, so as to result in direct or indirect gain or benefit for themselves, their families or their associates, and no such gain or benefit may be achieved at the expense of the library's best interests.
3. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
- a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
 - c. A board member or their organization stands to benefit from a BCPL transaction or staff member of such organization receives payment from BCPL for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from BCPL.
 - e. A board member or staff member is a member of the governing body of a contributor to BCPL.
 - f. A volunteer working on behalf of the BCPL who meets any of the situations or criteria listed above.
4. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect BCPL's best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY #	0029-0
	EFFECTIVE	August 7, 2014	PAGE	3 OF 4
	SOURCE	Board of Trustees		
	SUPERCEDES			

CONFLICT OF INTEREST POLICY

5. A Board member or Committee member who is formally considering employment with the BCPL must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment BCPL must submit a written request for a temporary leave of absence to the Secretary of the BCPL Board of Trustees, indicating the time period of the leave. The Secretary of the Broome County Public Library Board will inform the President of the Board of such a request. The President will bring the request to the full Board for action. The request and any action taken shall be reflected in the official minutes of the BCPL board meeting.
6. A Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee of subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
7. At the meeting of the Board next following the receipt of any facts or disclosures hereunder which indicate the existence of an actual or potential conflict of interest, the person concerned, shall report such facts to the Board, and the minutes of the meeting shall reflect such disclosure.
8. Should the Board become aware of any failure to disclose an actual or potential conflict of interest or of any other breach of the policies and procedures set forth herein, the matter shall be referred to the Executive Committee of the Board of Trustees for consideration. The Executive Committee of the Board of Trustees may take such corrective action or make such recommendations, including disciplinary action, in the matter as it shall deem appropriate.
9. Anyone in a position to make decisions about spending BCPL's resources (i.e. transactions such as purchase contracts), who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises or becomes apparent; she/he should not participate in any final decisions.
10. FAVORS: No member of the Board of Trustees, staff member, supporter, or volunteer shall accept any favor which might affect or appear to affect her/his judgment on any matter affecting the library.
11. A copy of this policy shall be given to all Board members, staff members, volunteers and supporters upon commencement of such person's relationship BCPL or at the official adoption of stated policy. Each board member, officer, staff member, supporter and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year hereafter. Failure to sign does not nullify the policy.
12. This policy will be reviewed annually by all specified parties.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY #	0029-0
	EFFECTIVE	August 7, 2014	PAGE	4 OF 4
	SOURCE	Board of Trustees		
	SUPERCEDES			

CONFLICT OF INTEREST POLICY

BROOME COUNTY PUBLIC LIBRARY CONFLICT OF INTEREST DISCLOSURE FORM

This form must be filed by all specified parties, as identified in BCPL's Conflict of Interest Policy.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

LG & T LEVENE GOULDIN & THOMPSON, LLP

A T T O R N E Y S A T L A W

E-mail: p Hubbard@lgtlegal.com
Direct Dial: (607) 584-5719
Respond to: Main Office

April 18, 2024

New York State Attorney General's Office
Attn: Douglas H. Squire, Esq., Assistant
Attorney General
44 Hawley Street, 17th Floor
Binghamton, NY 13901

The Broome County Public Library
185 Court Street
Binghamton, NY 13901

WSKG Public Broadcasting
601 Gates Road
Vestal, NY 13850

Your Home Public Library
107 Main Street
Johnson City, NY 13790

RE: Estate of Jeannetta M. Williams

Dear Sir/Madam:

As you are aware, our firm represents Chemung Canal Trust Company as executors of the above estate. We have determined that in order to gain liquidity in the estate, we must sell the real property known as 5 Mill Place, Village of Johnson City, County of Broome. The property is specifically devised to WSKG Broadcasting under Article Second, Paragraph (a).

In order to sell the property, we must petition the court for its permission to do so. To that end, enclosed please find a copy of our Petition by Executor for Leave to Dispose of Real Property Under SCPA §1902 with Exhibits. Please review this document and, if acceptable please sign the enclosed Waiver and Consent form before a Notary Public and return to my attention in the enclosed self-addressed stamped envelope.

Please contact our office if you have any questions or concerns.

Very truly yours,

LEVENE GOULDIN & THOMPSON, LLP



Patty Hubbard
Paralegal

KPH:kph
Enclosure

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ITHACA, NY 14850
PHONE: 607.272.3484
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(L1242567.1)

STATE OF NEW YORK
SURROGATE'S COURT : COUNTY OF BROOME

In the Matter of

JEANNETTA M. WILLIAMS,

Deceased.

WAIVER AND CONSENT
TO DISPOSITION OF
REAL PROPERTY
(SCPA Art. 19)

File No. 2024-70

_____, as _____ of The Broome
County Library, 185 Court Street, Binghamton, New York 13905, being of full age
and sound mind, having an interest in this proceeding,

1. WAIVES the issuance and service of a citation in this proceeding, and
2. ACKNOWLEDGES the receipt of a copy of the Petition of Executor for
Leave to Dispose of Real Property under SCPA §1902, and
3. CONSENTS to the Court ordering and directing the sale of the
premises known as 5 Mill Street, Village of Johnson City, County of Broome under
the terms and conditions set forth in the Petition.

[Signature]

By: _____

Title: _____

The Broome County Public Library

STATE OF _____)
) ss:
COUNTY OF _____)

On the _____ day of _____, 2024, the deponent below named came personally before me, and such deponent, being personally known to me and being duly sworn by me, deposed and said:

- (1) Deponent's name is _____
- (2) Deponent resides at _____
- (3) Deponent is _____ of _____

Notary Public