

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 Hanrahan, 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 Hanrahan. 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 Hanrahan, 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 Hanrahan, 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 MHAAS (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? sbachman@4cls.org
 - 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 2014, 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)
 - 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

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	PERSONNEL	POLICY # 1005-0
	EFFECTIVE	January 1, 2024	PAGE 1 OF 1
	SOURCE	ADMIN RULES / CSEA CONTRACT	
	SUPERCEDES	January 2023	

2024 HOLIDAY CLOSING DATES

CSEA

January 1, 2024	Monday	New Year's Day
February 19, 2024	Monday	Presidents' Day
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Juneteenth
July 4, 2024	Thursday	Independence Day
September 2, 2024	Monday	Labor Day
November 11, 2024	Monday	Veterans Day
November 28, 2024	Thursday	Thanksgiving Day
November 29, 2024	Friday	Day after Thanksgiving
December 25, 2024	Wednesday	Christmas Day
December 26, 2024	Thursday	Day After Christmas

ADMINISTRATION

Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Columbus Day, Election Day are Floating Holidays for administration.

The library will close at 5:00pm on November 27th, and December 31st. All full-time staff are expected to work 7.5/8 hours on the day or use vacation, comp, or floating time.

The library will close at 1:00pm on December 24th. All full-time staff are expected to work 4.5 hours on the day or use vacation, comp, or floating time. Staff not scheduled to work that day will not accrue 3 hours.

If a holiday falls on a Saturday when the Library is closed, any benefit-eligible employee not scheduled to work that day shall receive 7.5 hours of compensatory time or equal pay for the day at their option as per the CSEA contract.

The library will be closed to the public on Monday June 24, 2024 and Monday October 14, 2024 (Indigenous Peoples' Day) for staff training. All staff are expected to report to work at 8:30am and will be paid for a full-day, 7.5 hours, of work, including part-time staff.

The library will be closed to the public at 1:00pm on Friday December 20th for a staff holiday party. To receive pay for a full day, staff will be expected to stay for the full holiday party or use vacation, comp, or floating time.

Broome County Public Library

Library Director Succession Plan

A change in executive leadership, whether it be planned or unplanned, temporary or permanent, is as inevitable as the passing of time. This Succession Plan sets forth the Broome County Public Library (BCPL) Board of Trustees' policies and procedures, incorporates best practices and ethical guidelines, for facilitating and managing the transition process.

This board-approved plan document is in accordance with the following three possible transition circumstances:

- Temporary, Unplanned Absence: Short-Term
- Temporary, Unplanned Absence: Long-Term
- Permanent Change

Amendment to the Succession Plan is subject to approval by the Board of Trustees. This Plan cannot be amended by a Committee or other persons without prior authorization of the Board of Trustees.



Temporary, Unplanned Absence: Short-Term

Definition - A temporary absence is **two months** or more within the **Library Director's** term of office that they are unable to fulfill the responsibilities of the position and which it is expected that he/she will return once the events precipitating the absence are resolved. A temporary absence may be planned (surgery, vacation, personal leave, etc.) or unplanned (arises unexpectedly).

For a planned absence, the **Library Director** shall notify the **President** and Board of Trustees as early as possible. Plans shall then be made for the orderly transfer of responsibilities as set forth herein.

In the event of an unplanned absence of the **Library Director**, the **Library Director - or the Assistant Library if the Library Director is unable** - is to immediately inform the **Board President** of the absence, if that has not occurred already. If the **President** is not available, then the **Vice-President** shall be notified and they are to assume the responsibilities of the **President** as set forth in this plan until such time the **President** can properly serve.

The President will convene an Executive Committee meeting within two weeks to decide whether to immediately appoint the **Assistant Library Director as Acting Library Director**. Should the Assistant Library Director not be selected to serve, the second back-up appointee for the position of **Acting Library Director** will be determined by the Executive Committee and submitted for ratification to the full board at the next Board Meeting.

The Board of Trustees or the Executive Committee shall affirm the transfer of responsibilities and the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

The job description of the **Library Director** along with any documents that plan this division of duties are attached.

Authority of the Acting Library Director

The **Acting Library Director** shall have the full authority for decision-making and independent action as the regular **Library Director** except for the termination of any **Department Head**.

The **Acting Library Director** will provide leadership to the **Department Heads** and, at their discretion, may assign duties to other staff that they may normally perform under their regular job responsibilities. If these duties are assigned for the duration of the temporary absence, the Board shall be informed in writing of these assignments.

Compensation of the Acting Library Director

It is recognized that the **Acting Library Director** will be assuming a higher level and additional responsibilities than under their current position. As such, the Board of Trustees or the Executive Committee will work with the Broome County Personnel Department to consider additional compensation.

Board Oversight

The Executive Committee shall meet at least monthly during this period to monitor the organization's circumstances and the work of the **Acting Library Director**. The Board and all other committees of the Board will at least maintain their regular meeting schedule.

Communications Plan

Immediately upon the transfer of all responsibilities to the **Acting Library Director**, the **President** will notify Board and staff members of the organization. Department Heads shall assist in these efforts as directed.

Aside from affirming the transfer of authority to the **Acting Library Director**, the Executive Committee shall develop and coordinate the execution of a communications plan for informing funders, key stakeholders, and the public of the temporary leadership structure.

Completion

The schedule or start date about when the absent **Library Director** returns to lead the organization is to be mutually agreed upon by the **Library Director** and the Board

President. A reduced schedule for a set period of time can be allowed, by approval of the Board President in consultation with the Executive Committee, with the intention of working back toward a full-time commitment within the timeframe established by organizational policies.

Temporary, Unplanned Absence: Long-Term

Definition - A long-term absence is one that is expected to last more than **three months** whereby the **Library Director** is unable to fulfill his/her responsibilities.

The procedures and conditions to be followed are the same as for a short-term absence with one addition:

- ❖ The Executive Committee will work with Broome County to determine if any consideration needs to be given to an additional allocation of funds to cover vacant positions, restructure, or hire additional staff.

Permanent Change

Definition – A permanent change is when the Board determines that the **Library Director** will not be returning to the position.

The procedures and conditions are the same as for a long-term temporary absence with the following additions:

- ❖ The Executive Committee shall provide leadership in conducting a transition and search process for a new permanent **Library Director**.
- ❖ An outside search will be conducted however internal candidates will be invited to apply.
- ❖ The Board may consider retaining outside consulting assistance depending on the circumstances and capacity to plan and manage the transition and search.
- ❖ If a Board member would like to be considered for the **Library Director** position, they shall be expected to adhere to the highest standards of ethical conduct by resigning their board position at the earliest possible time of interest, expressed or otherwise. If that person is not selected as the **Library Director**, they may be

reinstated by the Board, at the Board's discretion, but shall not be eligible to serve on the Executive Committee for a period of one year.

- ❖ The Executive Committee shall determine how resumes will be received and applicant's confidentiality will be managed.
- ❖ The Personnel Committee shall serve as the hiring committee and recommend a candidate, including compensation terms to the Board.
- ❖ The Board or Executive Committee may retain outside legal counsel if needed.

Appendix A: Summary of Transition Process and Considerations

A. Library Director's Notification to Board

1. Typically, the Library Director will notify the President or Vice President, should the President not be available. They should notify the board of members within one week.
2. Although the Board of Trustees does not currently have a contract with the Library Director, it will revisit this annually to consider, with mutual consent, whether the need for a contract exists.

B. Information and Confidentiality

1. All Trustees should be apprised of the transition as soon as possible. Each Trustee is legally responsible for the leadership of the organization and deserves to know about all matters when they occur.
2. The Board of Trustees will discuss how to handle public relations and agree on how the message about Executive Transition will be conveyed to the community. The community will soon hear the Library Director is leaving. The board will consider sending a letter or email, or phoning major stakeholders (funders, members, advisors, suppliers, "peer" organizations, etc.) to notify them of the transition and assure them that transition planning is being carried out thoroughly. The letter or email will invite them to contact the Board President if they have any concerns or questions.
3. The organization will make every effort to ensure that applicants to the Library Director role maintain complete confidentiality. The Board will make every effort not to expose applicants' names to the public or staff. This confidentiality is a matter of protecting candidates who may not want their names out in public as looking for a new job. Resumes will be sent to a location that will ensure confidentiality.

C. Board Preparation

1. The Personnel Committee shall serve as or appoint a Search Committee to focus on the transition and make recommendations to the entire Board regarding any matters with the transition. Committee members should commit to availability over an eight to twelve week period, possibly longer.
2. The agency's Succession Plan should promptly be reviewed and updated as appropriate depending on the actual circumstances of the transition.
3. The Search Committee shall identify funding needed for the transition to include advertising costs, training the new candidate, and other appropriate expenses.
4. The Search Committee will review and update the Library Director's job description, for Board review and approval. The description will be referenced in order to write the ad for the position, during interviewing and for ongoing guidance to the new Library Director, and ensuring adequate compensation. When updating the job description, the Search Committee shall consider: current overall responsibilities, strategic planning goals for the year and the nature of current major issues that need to be addressed.

Appendix A: Summary of Transition Process and Considerations

5. The Search Committee shall review and identify the most important criteria for selecting the new Library Director. It shall develop a set of criteria for evaluating and ranking candidates. It shall develop a standard list of questions and requirements (i.e. writing sample) for all candidates.
6. The Search Committee will survey staff to identify qualities and roles needed in the new Library Director.
7. The Search Committee will determine where resumes will be sent.
8. The Board of Trustees will continue to implement a plan to strengthen and develop its infrastructure, and review and revise agency policies, and practices in preparation for an eventual Executive Transition.

D. Administrative Preparation

1. The Library Director will update and maintain, at least quarterly, the administrative calendar for the organization including a schedule of all major recurring activities during the year (e.g., performance reviews, special events, staff meetings, one-on-one meetings, lease/contract expiration dates, when paychecks come out, etc.).
2. The Library Director will update and maintain, at least quarterly, the list of key stakeholders, including funders, advisors, important peers and collaborators, etc.
3. The Library Director will ensure all files and major documents are clearly marked and filed. The Executive Committee will routinely be briefed on the filing system and location of key documents.
4. Upon giving notice, the Library Director shall ask all Program Directors to update a "to do" list of their current major activities over the past month, planned activities over the coming two months and any major issues they're having now. These to do lists will serve to coordinate work details during the transition and help update the new Library Director come up to speed.
5. The Executive Committee should strive to meet with the current Library Director once a week before his/her departure to review the status of major work activities, any current issues, etc.
6. The current Library Director should complete performance reviews on all direct reports before leaving. This ensures that the Library Director's important feedback to personnel is collected before their departure and gives personnel a fair opportunity to reflect their past performance to the new Library Director, and gives the new Library Director the input they deserve about each employee to ensure effective supervision.

Appendix A: Summary of Transition Process and Considerations

E. Hiring the New Library Director

1. Advertising will be conducted on a local and regional basis. Knowledge of the local community is seen as an important factor in the position.
2. The Search Committee will review and screen resumes to ensure that basic criteria is met in the candidates being recommended for an interview.
3. The Search Committee will interview the top candidates for the position. One member of the committee will take notes on behalf of the committee.
4. The Search Committee will determine whether to conduct a background check to ascertain if applicants have a criminal record.
5. The Search Committee will check references for each candidate. Responses should be written down and shared with the committee.
6. The Search Committee will recommend the top two or three candidates to the entire Board for input into the selection process.
 - a. If there does not seem to be a most suitable candidate the committee will determine whether to re-advertise the position or to hire the candidate who came in closest and plan for dedicated training to bring their skills to the needed levels.
7. Once a candidate is selected, they will be offered the job before informing the remaining candidates.
8. Once a candidate accepts the position verbally, an offer letter (or contract) should be provided specifying the compensation, benefits, and starting date. The candidate will sign a copy of the offer letter and return it before the Search Committee notifies remaining candidates.
9. The Board President will instruct the Finance Director start a personnel file for the new Director to include the signed offer letter, tax withholding forms, the job description and any benefits forms.

F. Orienting the New Library Director

Develop an orientation procedure and consider the following activities for inclusion on the list. The following activities should be conducted by the Board, if possible.

1. Before the new Library Director begins employment, send them a letter welcoming them to the organization, verifying their starting date and providing them a copy of the Personnel Policies or “employment agreement”. (This can be included in the offer letter.)
2. The Board of Trustees will work with the Broome County Executive’s Office to introduce the new Library Director to the Community by:
 - a. Sending a letter to stakeholders.
 - b. Sending out a press release.
3. The Executive Committee and available Board Members should meet with the Library Director to brief them on strategic information. Review the organizational chart, last year's annual report, the strategic plan, this year's budget, and the Personnel Policies if they did not get one already.

Appendix A: Summary of Transition Process and Considerations

4. Explain the performance review procedure and provide them a copy of the Library Director Performance Review/evaluation tool.
5. Develop a plan to introduce the new Library Director to staff. This might include an all staff meeting and/or attendance at management and program meetings over the first month of employment.
6. Ensure the new Library Director receives necessary materials and is familiar with the facilities. Provide needed keys and complete needed benefit and tax forms. Review the layout of offices, bathrooms, storage areas, kitchen use, copy and fax systems, computer configuration and procedures, telephone usage and any special billing procedures for use of office systems.
7. Schedule any needed training, e.g., computer training, including use of passwords, overview of software and documentation, location and use of peripherals, and where to go to get questions answered.
8. Review any policies and/or procedures about use of facilities.
9. The Search Committee will coordinate a representative to take them to lunch on their first day of work, and will consider inviting other staff members along.
10. During the first six weeks, the Board President will have one-on-one meetings (face-to-face or over the telephone) with the new Library Director, to discuss the new employee's transition into the organization, hear any pending issues or needs, and establish a working relationship with the new Library Director.
11. The Board should develop a one month, three month, and six month action plan for the Library Director. Ask the Library Director to do the same. The Executive Committee will meet with the Library Director monthly for supervision and support.
12. The Board of Trustees will make resources available to support the reasonable professional development needs of the new Library Director, not limited to training and orientation from the departing Library Director.
13. If at all possible, the Board will arrange for an overlap and training period between the departing and new Library Director.

Appendix B: Sample Work Plan

Action	Responsible Parties	Timeframe
Library Director Notifies Board President or Vice President and Board President notifies full Board	Library Director (or Assistant Library Director) Board President or VP	As soon as possible
1. Board President convenes Executive Committee to determine need for and appointment of Acting E.D.	Executive Committee	ASAP but within one weeks of notice
2. Board Pres informs the Assistant Library Director who assumes role of ACTING E.D. <i>In the event the Assistant Library Director is not selected or cannot serve, the Executive Board shall and appoint an ACTING E.D.</i>	Board of Trustees Board President	Within 24 hours of start (<i>Note: job description, recognition of authority to act, compensation shall be affirmed at this meeting</i>) Planning: Preparation of Job Description, compensation, authority determined by October 1, 2017
3. Board President shall communicate the appointment of Acting Director to Program Directors and Program Directors to all Staff	Board President	Within 24 hours of appointment
4. Board ratifies Acting E.D. appointment.	President	Next Board meeting following appointment or special meeting of the board.
5. Exec. Committee and Acting Director shall review the PR plan with the County Communications Director to discuss messaging if needed	Exec Committee Marketing Committee Acting Library Director Broome County Comm. Director	Planning: Preparation of Media list and sample template statements
6. Exec. Committee shall meet with the ACTING Library Director And the Department Heads to determine any questions/issues in the transition	Exec. Committee of Board Acting Library Director Department Heads	Between 5-8 working days of Acting Library Director appointment

Appendix B: Sample Work Plan

Action	Responsible Parties	Timeframe
7. Communication of leadership transition to essential county leadership and other funders and collaborators	Board President or as defined by PR plan.	<p>Within 48 hours of EC meeting with Acting ED and Program Directors.</p> <p><i>Develop list of who should be called (ED, by DATE and updated regularly).</i></p>
8. Communication to media	As defined by PR/communications plan.	As per PR/communication plan
9. Assignment or Affirmation of Added Responsibilities to appropriate Program Directors	Acting E.D. Executive Committee Program Directors	<p>Within 5 days of Acting ED appointment and reviewed periodically as needed.</p> <p><i>A discussion of these should take place and perhaps added to Job Description for each Program Director position?</i></p>
10. Develop Operational Plan	Acting Ed Executive Committee Program Directors	With 2 weeks of Acting ED appointment
11. Monitoring of operation	Exec Committee Acting E. D.	<p>Acting E.D. Reports to Executive Committee of Board every two weeks or as needed if issues arise</p> <p>Board Pres meet with Program Directors monthly</p>
12. Determine Length of Acting ED role	Library Director Board President Board of Trustees	Review and evaluate monthly

Appendix C: Timeline

Appendix C: Timeline

Appendix D: Executive Director and Staff Leadership Job Descriptions

JOB DESCRIPTION

Position: Library Director

JOB DESCRIPTION

Position: Assistant Library Director

JOB DESCRIPTION

Position: Librarian III (2 positions)

Memorandum of Understanding between the Broome County Public Library Board of Trustees and the Friends of the Broome County Public Library: 2025-2029

1. Objective

This Memorandum of Understanding, by and between the Broome County Public Library Board of Trustees (“the Library Board”), and the Friends of the Broome County Public Library (“the Friends”), together known as the “Parties”, is to define and facilitate a cooperative and productive relationship between the Parties. It has been created through good faith negotiations, and provides guidelines for ongoing voluntary working relationships among all of the partners defined below.

This Memorandum of Understanding shall replace all other Agreements, Memoranda of Understanding or Contracts that may be in existence between the Parties. It will remain in effect as written for the duration of the term as long as the Friends maintain their status as a 501(c)(3) in good standing with the State of New York and unless a modification is agreed to mutually by the Parties.

2. Specific Purposes/Role of Each Partner

2.1 Friends of the Broome County Public Library

- a. The Friends of the Broome County Public Library is a 501(c)(3) nonprofit organization, independent from the Library Board. The purpose of the Friends, as more fully expressed in its by-laws, is to support the Broome County Public Library, its services and programs by advocating for public support and use of the Library by generating current and long-term funding, and by developing volunteer involvement.
- b. The Friends is an independent, separate legal entity with its own rules of operation and management that collaborates and consults with the Library Board and the Library Director.

2.2 The Broome County Public Library Board of Trustees

- a. The Library Board is the governing body of the Library that has the authority and final responsibility to see that its library provides the best possible service to its community. The board carries out its governance function by developing and monitoring policy, and delegating authority to the Library Director.
- b. The Library Board encourages and supports the Friends as they work to increase community awareness and use of the library; as they work for library legislation or appropriations; as they encourage gifts, endowments and memorials for the library; as they provide direct financial assistance; as they raise money and

campaign for new building, renovation, or expansion; and as they sponsor programs designed to add to the cultural life of the community.

2.3 The Broome County Public Library Director

- a. The Library Director is hired by the Library Board to administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. The Director acts as advisor to the board and provides support to the Friends and community groups affiliated with the Library.
- b. The Director and staff will collaborate with the Friends to ensure they have the support required to be a successful and viable organization, as described above.

IN CONSIDERATION OF the above, the Parties agree as follows:

A. Fundraising

- a. Friends' funds are raised primarily through special events or activities, and ongoing used book sales.
- b. Funds raised will be used to enhance new and existing Library programs and services, and for specific capital needs. Friends funds donated to the Library are intended for items not funded in the Library's operating budget.
- c. The Parties agree that all of the Friends' fundraising efforts shall be under the direction of the Friends and that the Library Board shall not have any responsibility for, or control over, the actions of the Friends, its agents, volunteers or its employees regarding their fundraising activities.
- d. The Friends agree to pay all expenditures attributable to its fundraising efforts, including staff, fundraising counsel, postage, printing, supplies and event expenses.

B. Administration and Governance

- a. The Friends acknowledge that it shall not have any authority regarding Library policies or decisions.
- b. The Broome County Public Library agrees to inform the Friends of any changes in policies that may affect the Friends. The Library Board will consult with the Friends prior to adopting Library procedures or policies that may affect the Friends' operation.
- c. The Library Board agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.
- d. A member of the Library Board may not serve as a member of the Friends of the Library Board. There are a number of reasons for this, as stated by the United for

Libraries: The Association of Library Trustees, Advocates, Friends and Foundations:

- i. It can imbue a single member with more power and authority than his or her peers on each of the boards.
- ii. There can be a perceived conflict if a member of the policy making Board is also in a decision making role on the Friends Board that helps fund the library's services.
- iii. There can be a potential conflict of interest when a policy the library Board of Trustees is proposing might not be considered to be in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency or proposing the establishment of a foundation for fundraising.

C. Communication and Coordination

- a. The Parties acknowledge the joint goal of good communication and transparency between the Library Board, the Director, and the Friends.
- b. The Friends shall designate a point of contact for communication and coordination of activities with the Library Board and the Director. Unless advised otherwise, the President of the Friends will be the point of contact.
- c. The Library Board invites any other members of the Friends to address the Board at its meetings, pursuant to Board Public Comment Policy.
- d. The Library Director, and/or a Library Board Member will regularly attend Friends meetings in order to serve as a liaison between partners, and to make the Friends aware of strategic directions, plans, priorities and needs of the Library.
- e. The Library Director will serve as a non-voting member of the Friends of the Library Board.
- f. Minutes of all Friends meetings will be provided to the Director, who will share them with the Library Board.
- g. A representative of the Friends will attend at least one meeting of the Library Board annually to present a report on Friends activities and fundraising events.
- h. The Library will provide the Friends a report annually describing the use of the monetary donations made by the Friends over the previous year.
- i. The Friends will self-report to the Library on an annual basis financial information to include revenue, donations, expenses, cash/bank account balances and reserves.
- j. The Executive Committees of the Library Board and the Friends (to the extent possible), as well as the Director, will meet annually to discuss issues of importance to the Parties, which may include goals, concerns, strategic planning

initiatives, and funding priorities, in order to work collaboratively toward the goal of supporting the Library.

D. Use of Library Facilities

- a. The Friends will have use of the Book Shop off of the Library Rotunda and the Permanent Book Sale Room at the back of the Library for the duration of this agreement in order to raise funds through book sales.
 - i. The Friends will also have use of a portion of the storage room behind the Library's Decker Room to store books between sales and will have access to this space as needed in order to sort donations and set up for book sales.
- b. Should the Friends utilize any of the library meeting rooms for special programs or meetings, the Parties agree that the Friends are subject to the same rules and regulations as other organizations. Meeting rooms must be booked in advance.
- c. The Friends will not enter designated staff-only or Broome County Security areas except as specified above.

E. Indemnification:

- a. Except to the extent paid in settlement by any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this agreement.

F. Modification of Agreement

- a. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

3. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the State of New York.

4. Signatures

Agreement to these terms and conditions is hereby authorized and attested to by the representative officers of both organizations whose signatures appear below.

Broome County Public Library Board of Trustees

By: _____

Name/Title: _____

Date: _____

Friends of the Broome County Public Library

By: _____

Name/Title: _____

Date: _____

MEMORANDUM OF UNDERSTANDING BETWEEN
THE BROOME COUNTY PUBLIC LIBRARY AND
BROOME COUNTY OFFICE OF EMERGENCY SERVICES

THIS MEMORANDUM OF UNDERSTANDING is by and between the BROOME COUNTY PUBLIC LIBRARY and BROOME COUNTY OFFICE OF EMERGENCY MANAGEMENT SERVICES,

WHEREAS, the Broome County Public Library, located at 185 Court Street, Binghamton New York 13905 is owned by the County of Broome with day to day operations; and

WHEREAS, the Broome County Library Trustees (Library) manage the day to day operation of the library pursuant to an agreement between the County of Broome and the Library Board of Trustees dated April 9, 1985; and

WHEREAS, the Broome County Office of Emergency Services (Emergency Services) is a Department within the County of Broome, a municipal corporation of the State of New York, having offices at the Edwin L. Crawford County Office Building, Binghamton, New York 13902; and

WHEREAS, Emergency Services wishes to maintain the back-up 911 call center currently located within the Broome County Public Library; and

WHEREAS, the Library has made approximately 1,351 square feet of space, formerly used as a technical services area, available to Emergency Services for use as a back-up 911 call center; and

NOW, THEREFORE, the parties hereto do mutually agree as follows:

TERM

This Memorandum of Understanding shall commence on January 1, 2025 and end on December 31, 2029, unless sooner terminated by as follows. On the agreement of both parties, this Memorandum may be terminated or amended prior to the end date.

SCOPE OF SERVICES

Emergency Services will utilize a portion of the Broome County Public Library constituting approximately 1,351 square feet of space which was formerly used as a technical services area and as depicted generally as the shaded area in the diagram attached hereto as Exhibit "A" for use as a back-up 911 call center.

Emergency Services will be responsible for the expense and scheduling of all upgrades and/or alterations required for the use of the space as a back-up 911 call center including to any telecommunications, electrical, mechanical and/or infrastructure systems. All such work shall be subject to prior approval of the Library Director and shall be subject to approval by the appropriate representative from of the County including the Department of

Public Works and be subject to any necessary approval process. Emergency Services shall be responsible for supplying, installing and maintaining any supplies necessary to the operation of the back-up 911 center including any furniture, backup power, computer or telecommunication devices. The Library shall have the right to direct the removal or reversal of any such improvements, furnishings, supplies or fixtures upon the termination of this agreement.

Emergency Services will also have an equipment shipping and receiving area and roof top of the library. Access to said equipment will be available 24/7. Additionally, Emergency Services will install and maintain a backup generator located in the rear loading dock area of the Library. Garbage generated by Emergency Services will be removed by Emergency Services to a designated area within the Library as designed by the Library Director. Disposal of garbage will be by the Library.

Emergency Services shall have twenty-four-hour access to all space referenced under this Memorandum as arranged through Broome County Security. Emergency Services shall be responsible for additional Broome County Security expenses necessitated by their use of the space.

As required by federal regulation, access to the emergency services space shall be restricted to entry by emergency services personnel only. The Director of Emergency Services will coordinate with the Director of the Library to arrange for staff to obtain the necessary clearances to enter the space.

COMPENSATION

The Library shall be compensated for the use of space and services at the rate of \$19,000 per year for the duration of the agreement. Emergency Services must issue its full payment within the first quarter of the year each year. If this agreement is terminated by the parties prior to the expiration of a full yearly term, then the compensation shall be prorated on a monthly basis.

INSURANCE

Both the Library and Emergency Services are insured by Broome County, a self-insured entity, and agree that all insurance requirements are deemed satisfied.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by the Library and Emergency Services.

BROOME COUNTY PUBLIC LIBRARY

BROOME COUNTY OFFICE OF
EMERGENCY SERVICES

By _____

By _____

JoAnne Hanrahan
Library Board of Trustees President

Patrick Dewing
Director of Emergency Services

Date: _____

Date: _____

BCPL Patron Code of Conduct

Welcome to the Broome County Public Library! We're happy that you're here. The following rules have been adopted by our Board of Trustees to maintain a safe and secure space for you to enjoy our facilities, programs, and collections. If you need any help, we're here to answer questions and offer guidance. You don't need a library card to use our building or some of our services, but cards are free and allow you to check out Library materials.

1. It's important to respect the rights of other patrons and Library staff at all times. Our staff are here to help you, but they need to be able to perform their duties without harassment.
2. In order to maintain a safe and welcoming space for all of our patrons and staff, disruptive and/or abusive behavior is prohibited. This includes:
 - Harassment (i.e. committing actions with the intent to harass, threaten, seriously annoy or alarm another person)
 - Sexual harassment (i.e. unwelcome verbal or physical behavior based on a person's gender)
 - The use of abusive, obscene, discriminatory, hateful, or threatening language that targets a specific individual or that interferes with other patrons' right to access the Library
 - Any action that our staff determines to be excessively disruptive or a threat to Library patrons, staff, or property
3. Illegal activities or the possession of weapons of any kind are prohibited on Library property.
4. Smoking, vaping, the use of smokeless tobacco, and the use of cannabis, alcohol or other recreational drugs are prohibited in the Library, the parking lot, the reading garden, within 20 feet of the Library doors, and any place on the Library property that blocks or negatively impacts other patrons.
5. We strive to maintain the Library as a space free of commercial, political, or religious pressure. For this reason, solicitation of any kind is prohibited on Library property. This includes activities such as panhandling, proselytizing, and petitioning.
6. In order for us all to enjoy and use this space, we ask you to keep conversations, phone calls, videos, and music to a low volume. Earphones and headphones are available if you need them. Please don't make phone calls on speaker, and

please do be conscious of how your noise level impacts other patrons. If your noise level is disruptive, we will approach you about lowering your volume or using headphones. Failure to do so will be treated as a Code of Conduct violation.

7. Our Custodians work hard to clean and maintain our facilities for the benefit of all patrons and staff.

- Eating is allowed in the following designated areas, as long as you clean up after yourself:
 - i. The Peer Support Room/Public Lounge
 - ii. The Children's Room (snacks only)
 - iii. The designated Eating Area by the windows along Court Street
 - iv. The Decker Room as part of a Library program or approved meeting

If you disregard this or repeatedly leave a mess, we will approach you about changing your behaviors. Failure to do so will be treated as a Code of Conduct violation.

8. Bicycles, scooters, and other wheeled devices need to be left outside the building and may not block doorways or walkways. Smaller devices like skateboards and roller skates can be put away in your bag. Wheelchairs and other mobility aids are allowed, as are strollers and small shopping carts that aren't disruptive to other patrons. Large shopping carts need to be left outside.
9. Patrons sleeping in the Library may be awakened by Library staff or Security in order to perform a welfare check. This is not punitive. We care about your wellbeing. If you are resting in a place that is causing a disruption or blocking access for other patrons, you will be asked to move.
10. Animals are prohibited in the building unless they are service animals or are part of an approved Library program.
11. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Unattended Children's Policy [\[link\]](#).
12. Our children's room is intended primarily as a space for children, teens, and caregivers to feel welcome and safe. Adults are welcome to browse for items but adults who hang out in the space or use the tables without children present will

be asked to move to a different part of the Library.

13. Our Teen Space is intended primarily as a space for teens to feel welcome and safe. We recognize that patrons of all ages need access to the YA/teen collections, but it's not a space for adults to hang out and use the furniture.

14. It's important to respect Library property, including Library materials/collections, furnishings, and equipment. If you disregard this, you will be asked to change your behavior. Failure to do so—or the repetition of behaviors that you have already been warned about—will be treated as a Code of Conduct violation.

15. Personal photography and/or videography is allowed in the Library but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require prior approval by the Library Director.

Enforcement

Minor violations of these rules will result in a reminder or warning that may be issued by Library Staff or Broome County Security.

More serious or repeated violations will result in the patron being required to leave the building for the remainder of the day.

Violations that constitute an immediate or apparent threat to the safety of others, their property, or the property of the Library will result in immediate expulsion from the Library for a period of one month to one year depending on the severity of the offense and whether it is an isolated or recurring event.

The Library Administration is authorized to modify and/or adapt the code to special circumstances.

Appeal Process

Any patron who feels that their privileges have been unjustly denied under this policy is encouraged to appeal the decision to the Broome County Public Library Board of Trustees. Email appeals can be sent to Library.Trustees@broomecountyny.gov. If you don't have access to a computer, you can call Library Administration (607-778-6407) to be connected to the Board of Trustees.