

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- March 12, 2020

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Members Present: Emily Backus, Eugene Burns, Margaret Coffey, Peter DeWind, Jennifer Embree, JoAnne Hanrahan, Kate Miller-Corcoran, Margaret Shiel, Sara Tarricone

Absent: Kathleen Jablonowski

Also Present: Interim Director Sherry Kowalski, County Attorney Jennifer Suwak, Jennifer Keysor, Michelle Ford, Jeffrey Boisvert, Kristin Gordon-Pier

Call to Order: The meeting was called to order by P. DeWind at 5:34 pm

Public Comments:

None

Amendments to the Agenda:

The topic of planning for potential impact of COVID-19 virus was added to the agenda.

Minutes of Last Board Meeting:

The minutes of the Feb 2020 board meeting were adopted.

Appointments and Resignations:

- Board members: Jennifer Embree and Kate Miller-Corcoran were sworn in for 5-year terms.
- BCPL Staff: Vera Johnson and Margaret Sands are no longer employed with BCPL; Kenneth Homer started on March 9 as a part-time custodian. M. Shiel presented a motion to approve the hire, K. Miller- Corcoran seconded.

New Business:

- Literacy Volunteers
  - K. Gordon-Pier shared that the relationship between BCPL and her organization has been beneficial and they hope to continue to use the library facility in 2020.
  - J. Hanrahan presented a motion to extend the contract between Literacy Volunteers and BCPL, E. Burns seconded, the contract was approved for an extension.

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- Four County Library System (4CLS)
  - E. Burns presented a motion to approve the Purchasing agreement between BCPL and 4 CLS, K. Miller- Corcoran seconded. The motion passed unanimously.
  - E. Burns presented a motion to hold on the Automation agreement between BCPL and 4CLS, J. Hanrahan seconded. The motion passed unanimously.
  
- Unique Management Agreement
  - E. Burns presented a motion to approve the contract with Unique, M. Shiel seconded. The motion passed unanimously.
  
- Info Group Agreement
  - J. Suwak will talk to the vendor and the board will re-visit this contract at the next meeting.
  
- Annual Report
  - An edit was made to the draft regarding the service terms of new board members. A motion to approve with edits was made by K. Miller- Corcoran, seconded by M. Shiel.
  
- Meeting Room Policy
  - Small edits were made to the policy, such as adding in the contact information for the Interim Director.
  - E. Burns presented a motion to approve the updated policy, E. Backus seconded. The motion passed unanimously.
  
- Board Committee Assignments
  - The board updated committee assignments for 2020 and will re-visit as needed.
  - S. Tarricone will work with S. Kowalski to make sure the updated documentation is shared with the board.
  
- COVID-19 Virus
  - BCPL has several classes and events coming up. S. Kowalski will keep the County Executive's office updated on any cancellations or closures.
  - The board recommended posting information for patrons on how the library is keeping the building clean and how patrons can utilize on-line resources that the library provides.

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- The situation remains fluid, we will follow any direction provided by the County.

Director's Report:

- Focused on getting the information together for the Capital Improvement Plan submission, deadline is coming up.
- Library computers will be utilized by the public to complete the 2020 Census. Depending on the number of users, the board suggested having specific computers dedicated for this purpose.

The meeting was adjourned at 7:25 pm.

***Next Meeting:***

***Scheduled for Thu, April 9, 2020 at 5:30 pm.***

*Respectfully submitted,  
Sara Tarricone*