

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- November 7, 2019

Members Present: Emily Backus, Connie Barnes, Eugene Burns, Margaret Coffey, Peter DeWind, JoAnne Hanrahan, Kathleen Jablonowski, Kate Miller-Corcoran, Margaret Shiel, Sara Tarricone

Absent: Nancy Abashian

Also Present: Director Jacalyn Spoon, County Attorney Jennifer Suwak, Jennifer Keysor and Sherry Kowalski

Call to Order: The meeting was called to order by P. DeWind at 8:35 a.m.

Public Comments:

None

Amendments to the Agenda:

The topics of access to the Decker Room closet and Envisionware contract were added to the agenda.

Minutes of Last Board Meeting:

M. Coffey presented a motion to approve the minutes from October, seconded by C. Barnes.

Appointments and Resignations:

Pending background approval, a new PT Library Clerk will start on Dec 2. The library still has an opening for a PT Custodian.

President's Report:

A subset of the board will attend the Broome County Legislature Finance committee meeting today. The Finance committee received a letter on Nov. 5 from the Director containing the requested additional information regarding the library budget. The final 2020 budget will be decided tonight.

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Director's Report:

- LED Lighting grant: LED lighting modifications were approved through a NY State construction grant; however official request still needs to be completed.
- Paperwork has been submitted for \$25,000 in NYSERDA funds. The Director will reach out to Broome County Finance to discuss then follow up with the board.
- Dark Fiber: The Director will be meeting with Broome County IT in early November to discuss Dark Fiber. The board requested that Broome County IT present during the December or January meeting. In addition to Dark Fiber, there is a need to discuss open access to wi-fi after hours.
- Library Commercial: Michelle Ford is supervising a project to create a commercial for the library. The board requested more information and would like to review content and design at the next meeting. Legal releases and other details need to be discussed also.

New Business:

- The library hosted early voting; staff have been unable to access a closet in the Decker Room following the election. The Director is working with the Broome County Board of Elections to resolve.
- Envisionware: Held over to December for a vote.
- Food for Fines: From Dec1 to Jan 1, the library will be accepting donations to CHOW in lieu of \$1 fine forgiveness for each item. C. Barnes presented a motion to approve, seconded by M. Coffey.
- Library Newsletter:
 - A motion to approve a coupon allowing for \$1 off library fines in the next newsletter was presented by S. Tarricone, seconded by C. Barnes, with the stipulation that an expiration date for the end of the quarter is included.
 - A section for content from the board will be added to the Spring newsletter. E. Backus agreed to draft content and share with the board for approval by end of January.

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- 2020 Calendar: A motion to approve the proposed 2020 holiday closing schedule was presented by E. Burns, seconded by M. Coffey.
- Friends Contract: M. Coffey presented a motion to approve the Friends of the Library contract, seconded by C. Barnes.

Executive Session:

M. Coffee presented a motion to enter Executive Session. C. Barnes seconded, entered Executive Session at 9:39 am. A motion to leave executive session was presented by M. Coffee, seconded by K. Jablonowski, the board returned to regular session at 10:17 am.

The meeting was adjourned at 10:18 am.

Next Meeting:

Scheduled for Thu, Dec 5 at 8:30 am

Agenda items to include: Presentation from BC IT, update from BC Finance on use of NYSERDA funds, proposal for library commercial

Respectfully submitted,

Sara Tarricone