

BROOME COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Session

Minutes
August 6th, 2009

Members present: President Margaret Coffey, Vice President Lanny Kipp, Secretary Mary Jane Bolles, Ruth Levy, Mary Ann Thompson, Karima Legette, Connie Barnes, Norman Sweeney

Members absent: Tom Gray, Eugene Burns, Cheryl Ebert

Advisory members

Present: none

Advisory members

Absent: County Executive Assistant Leigh Ann Scheider; City Community Relations Director Andrew Block; Dr. Patricia Gazda-Grace, Director Curriculum City Schools; Katie Bertrand, BOCES Library System Coordinator

Also present: Library Director Lisa Wise, Secretary Sandra Ulbricht, Library/CSEA President Blanche Birtch, County Attorney Peter DeWind

President Coffey called the Library Board of Trustees' meeting to order at 8:37 a.m.

President Coffey welcomed Karima Legette as a member of the Library Board of Trustees.

Public Comments: none

Amendments to the Agenda:

New Business – Solar Energy

Appointments & Resignations: none

L. Kipp motioned to accept the July Board Minutes as presented; MA Thompson seconded. With no abstentions or nays, motion carried.

August 6th Minutes - continuedStanding Reports

Director: L. Wise

Additional discussion to the director's report:

1. Attended the Central Library Director's meeting in Glens Falls on July 30, 2009. Economic conditions are affecting many libraries in New York as well as other states. M. Coffey presented an article that Columbus, Ohio is cutting hours and closing branches. Enclosed statistics show population/circulation and staff comparable to BCPL. Tompkins Co. Public Lib., BCPL's closest neighbor geographically, has 13 librarians, BCPL has 7 and their library serves half the population. L. Wise advised that there are currently have enough staff to cover the service hours at BCPL. Cutting any more staff would mean possibly cutting hours. To cut hours BCPL would need to ask for a waiver from NYS Dept. of Library Development to reduce the minimum hours of 60. BCPL is now at the minimum hours open to the public to be considered a Central Library, with current population, and still continue to receive State Aid. L. Wise advised that she has written to the State Library with her concerns.
2. FY 2010 Budget: After the budget meeting, which L. Wise, E. Burns and M. Coffey attended, L. Wise received notice from the budget director to review BCPL's budget, report back all anticipated major variances, shortfalls and overages for 2009 and address any shortages. L. Wise advised that in a break-even situation, BCPL revenues are short \$145,000 from expenses. She states that she basically has cut everything possible.

M. Coffey advised that she, L. Kipp, E. Burns, N. Sweeney, and L. Wise met and reviewed the budget and possible revenue sources. M. Coffey recommends charging a \$.25 fee for reserving library materials. A color copier has been ordered and copies will be provided for patrons at prices comparable to Staples and FedEx/Kinko's.

L. Wise has been approached by Brett Chellis, Emergency Services Director, regarding rental of the Exhibit Room for a back-up 911 Call Center, at an annual fee of \$15,000.

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Plans to renovate Local History space have been cancelled, and she anticipates Local History being opened by appointment only with the current loss of staff. L. Kipp reported that the committee does not support EMS taking over the Exhibit Room; that it takes away from the function of the library, and that \$15,000 is not enough considering the square footage. Because they work closely with EMS, Jim Morris, Susquehanna Regional EMS Council Director, is interested in the Foundation Office space at \$9,000 annually. Mr. Morris requested Internet access and photocopies be included.

Other possible revenue sources discussed were exploring garden rentals, county distribution of Library Aid, charging county departments for room rental, increasing the cost to rent the Exhibit Room to EMS. M. Coffey advised that the past budget director said the library could not charge county departments for meeting room space.

Further discussion included renegotiating the library's arrangement with the Historical Society. L. Wise advised that the Historical Society is paying Roberson Museum & Science Center \$40,000, cost of two staff members and storage of artifacts, furniture and paintings. Broome County allocated \$45,000 to the Historical Society in 2009. According to BCPL's 2000 Memorandum of Understanding with the H.S., that in return for the housing and services, the Broome County Historical Society would allocate funds annually as available from monies provided to the Society by the County of Broome. L. Wise advised that the Society has given the Library \$0 to date. The Board agreed that it was time to review the M.O.U.

In previous discussions with the H.S. president, L. Wise was advised that they would organize a committee to review the M.O.U. which they have done and are waiting for options from the board. It is the consensus of the board to determine what is being provided for them; such as, housing paper materials, the cost of maintenance contracts on equipment, insurance coverage, free meeting space for monthly meetings, and cost for square footage. L. Wise advised that per E. Burns downtown office space is worth \$15 per square foot.

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N. Sweeney motioned that a bill for services for the year 2010 be sent to the Historical Society rendered to the amount to be determined by the director, payable 30 days from this notice. R. Levy seconded. With no abstentions or nays, motion passed.

P. DeWind advised that in the M.O.U. it should state the rate to be allocated. L. Wise will have the revised M.O.U. reviewed by P. DeWind.

Board discussed renting the Foundation space to private companies. P. DeWind reviewed the charter and advised that this is not addressed, and couldn't find anything from the State that addressed whether a private entity could come into the library. Other suggestions include tutorial services, Literacy Volunteers, and SUNY Binghamton Outreach programs. L. Wise will check with SUNY.

Hosting a craft show in conjunction with Phelps Mansion in November:

The board is not in favor of hosting a craft show on Saturday, but because their attendees use the BCPL parking lot, entertains the thought of charging Phelps for the use of the Library's parking lot. For those who voted, three to one are for exploring the possibility of charging Phelps Mansion for parking. L. Wise to contact them.

Charge people who use Library parking lot to attend the B-Mets games:

M.A. Thompson suggested charging the B-Mets. L. Wise advised that they donate 1,000 free tickets each year for the summer reading program. L. Kipp thinks a parking fee will be difficult. Board not in favor of charging for parking.

Hosting a Sunday Stamp Sale:

N. Sweeney advised that the vendor will not be available on Sundays but would like to set up Monday or Tuesday evening. N. Sweeney told him that the Board would be acceptable to that. He will send a proposal.

Print and Sell Library Calendar:

No decision was made by the board.

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Sell BCPL figurines -- Christmas Hummel and Beatrix Potter collections:

L. Wise advised that the most BCPL could see from selling would be about \$3,000. The board decided to revisit selling until after the first of the year.

\$.25 Reserve Charge:

MA Thompson motioned to implement a \$.25 fee for reserving library items effective September 1st, 2009. L. Kipp seconded. With no abstentions or nays, motion carried.

New Service -- Color copies and faxes:

L. Wise advised that a color copier is on order. Possible revenue item to offer color copies to patrons. The board suggested that L. Wise assess for the first year and review whether to continue.

L. Kipp motioned to charge a fee for color copies as long as it doesn't interfere with the contract BCPL retains with Toshiba. C. Barnes seconded. With no abstentions or nays, motion carried.

EMS 911 call center:

All are in agreement that they don't want to lose the Exhibit Room but on the other hand do not want to lose more personnel. MJBolles suggested a counter offer of \$30,000 to include electricity cost and maintenance on that room, with an annual review. L. Kipp suggested for that kind of money both parties are going to want a long-term contract. P. DeWind advised that if it is a long-term lease, he believes to be five years, it has to be approved by the legislature. The board agreed to offer B. Chellis the Exhibit Room for a fee of \$30,000 annually.

Susquehanna Regional EMS:

M. Coffey thinks the Board and the Library should be promoting this office space for something that is compatible with the library. L. Wise advised, however, that if the EMS accepts the rental agreement offered, the Regional Council would follow. The fee should be based on the formula the board decides on and that it needs to be clearer about Internet access and photocopy usage.

MA Thompson motioned to come up with a formula to assess the fee for all office space. K. Legette seconded. With no abstentions or nays, motion carried.

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P. DeWind believes that both of these proposals may have to be approved by the legislators per the wording of the Charter.

Guest Editorial:

M. Coffey is drafting a guest editorial to the Press & Sun-Bulletin to the public asking for support.

Portfolios Café:

The board proposed to charge a flat fee when the current contract expires in June 2010. Current contract is 1% of net sales to BCPL. The formula charging a flat fee will be considered.

N. Sweeney motioned to charge Portfolios a flat fee after the end of the current contract. C. Barnes seconded. With no abstentions or nays motion carried.

Publicize garden rentals:

L. Wise advises that G. Smith is sending out publicity on this. The Press has been very good about getting our PSA's in the paper quickly.

Looking for other ways of energy savings is ongoing.

Board President: M. Coffey

A meeting has been set up with county administration and legislators regarding the formula for County Aid and how it is unfair to BCPL as the figures indicate in the ILL activity summary included in the packet. L. Wise states that other libraries in the county are currently receiving \$559,000 divided up between the other eight libraries in the county with the bulk of the money going to Vestal, and that Johnson City and Endicott receive money under a taxing district as well as aid from the county.

OLD BUSINESS

1. 2010 Budget discussed in Director's Report
2. Memorandum of Understanding: to discuss with the Historical Society the board's proposal to charge a fee for rental.

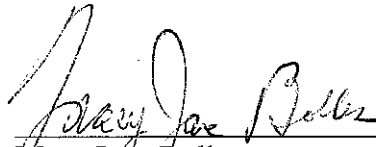
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NEW BUSINESS

Solar Energy Grant: Monies received from the New York State Library Construction Grant and NYSERDA would, hopefully, pay up to half of BCPL's energy costs. New York State Construction grant proposal, if approved, will be submitted to the Four County Library System on August 6, 2009.

N. Sweeney motioned that this proposal be accepted as presented by the director. MA Thompson seconded. With no abstentions or nays motion carried.

With no further business to discuss, R. Levy motioned to adjourn. L. Kipp seconded.



Mary Jane Bolles
Secretary