

**Broome County Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes - 01.14.21

**Members Present:** Emily Backus, Jeffrey Boisvert, Peter DeWind, Jennifer Embree , JoAnne Hanrahan, Kathleen Jablonowski, Kate Miller-Corcoran, Margaret Shiel

**Absent:** Margaret Coffey, Sara Tarricone

**Also Present:** Library Director Josias Bartram, Katie Bowers, Alan Buyck, Jill Kissick-Castro

**Call to Order:** The meeting was called to order by P. DeWind at 5:30.

**Public Comments:** None

**Amendments to the Agenda:**

No finalized contract with Literacy Volunteers; topic removed from agenda.

**Minutes of Last Board Meeting:**

The December 2020 minutes were adopted.

**Appointments and Resignations:**

New board members, Katie Bowers and Jill Kissick-Castro to be sworn-in in February.

J. Hanrahan nominated J. Boisvert for the role of Secretary; K. Miller-Corcoran seconded. The board unanimously supported this motion.

P. DeWind nominated J. Hanrahan for President, J. Boisvert seconded. The board unanimously supported this motion.

J. Hanrahan nominated P. DeWind for vice president, K. Jablonowski seconded. The board unanimously supported this motion.

J. Hanrahan nominated K. Miller-Corcoran for treasurer, K. Jablonowski seconded. The board unanimously supported this motion.

**New Business:**

**4 County one-year Purchase Agreement:**

This agreement comes into effect on April 1<sup>st</sup> and it included a price increase for services.

E. Backus presented a motion to approve the contract, M. Shiel seconded. The board unanimously supported this motion.

**Record Retention Policy:**

Discussion regarding the resolution to adopt the records and retention schedule for NY local government records for the purpose of archiving/disposing of old records currently stored on-site at the BCPL.

J. Boisvert presented a motion to approve this course of action, M. Shiel seconded. The board unanimously supported this motion.

*Bedbug Issues:*

Discussion regarding a bedbug issue on-site at the BCPL. J. Suwak described the legal issues surrounding how this issue can be approached. Suggestions from the board including allocating additional resources for bringing in a social worker to help address the issue (or submit as a larger grant project to offer that as a service), an informational pamphlet for patrons, creating formal written policies for health and safety, and usage limitations until damaged materials are replaced.

Volunteers for new committee to focus on access, social outreach, and formal policies; K. Bowers, J. Church, P. DeWind, J. Embree, K. Miller-Corcoran

*Information Reporting and Financial Report Review:*

With the help of E. Backus, J. Bartram has been able to access more information from the county systems, resulting in new and more thorough information for the library's use and the Board's review.

*Information Technology:*

J. Bartram mentioned that he is planning on holding monthly meetings/check-ins with IT to keep library projects on track.

*COVID-19:*

Discussion involving the COVID-19 infection rate being the highest it has been since the pandemic began. J. Bartram is planning to discuss a system with the other local libraries to determine which measure should be used to determine library closings, since the cluster system has been abandoned. The Board supports J. Bartram in doing what he thinks is necessary to protect the library staff.

*Additional Items:*

J. Bartram mentioned that the holiday schedule will be posted.

J. Bartram also mentioned steps being taken to ensure the staff parking lot is available for staff use. Signage regarding towing was added and parking permits for staff were issued.

J. Bartram received a website design proposal from Idea Kraft. Due to time, this will be discussed more in depth at the next board meeting.

J. Boisvert made a motion to adjourn, second by P. DeWind.  
The meeting was adjourned at 7:13.

*Respectfully submitted,*  
*Jeffrey Boisvert*