

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes - 05.13.21

**Members Present:** Emily Backus, Jeffrey Boisvert, Katie Bowers, Peter DeWind, JoAnne Hanrahan, Kathleen Jablonowski, Jill Kissick-Castro, Kate Miller-Corcoran, Margaret Shiel, Sara Tarricone

**Absent:** Jennifer Embree

**Also Present:** Josias Bartram, Jennifer Church

**Call to Order:** The meeting was called to order by J. Hanrahan at 5:33pm.

**Public Comments:** None

**Amendments to the Agenda:** None

**Minutes of Last Board Meeting:**

K. Jablonowski made a motion to approve the minutes as written, S. Tarricone seconded. Passed unanimously.

**Appointments and Resignations:**

Two new hires (provisional, part-time library clerks) Nicole Paolillo and Emma Wagaman. Both are tech-savvy and Nicole is natively bilingual English/Spanish. S. Tarricone made a motion to approve the new hires, K. Miller-Corcoran seconded. Passed unanimously.

**New Business:**

Envisionware: The library is adding mobile/wireless printing. It had been budgeted for in 2020 and will be an additional \$725 annually. It's an add-on to the library software and needs no new equipment. Budget will need slight adjustment, but shouldn't be any trouble covering the cost.

P. DeWind made a motion to approve to license the module, E. Backus seconded. Passed unanimously.

Additional Envisionware items included the replacement of the self-service kiosk, with new computer and scanner. The library document station would be updated and allow for mobile scanning (which can convert to editable text) and internet faxing. Both services will be offered for free; there could be a possible charge for the internet faxing, but likely not. J. Bartram is speaking with IT about purchasing, they would manage the contract and send us a chargeback for the budget.

Staff computer replacement is overdue, but there is little we can do due to supply chain shortages. The county will alert us when we are two weeks out for replacement. There is no charge to the library, it's a chargeback to the county. IT purchases will be part of the 2022 budget approval process.

Chain of Authority: This was updated to reflect current job titles and levels of authority and is including in the policies and procedures manual. It also includes a new schedule to ensure that no staff member is scheduled by themselves at any given time. Board directory will be included, so if the building authority

cannot be reached the staff can reach out to the Board president and so on. S. Tarricone mentioned the importance of having a copy with the names of the staff who are in each of the roles listed in the document. All updates are going on the board Google drive, but the larger policies and procedures manual exists only on the library network drive currently. In the future, that will be accessible to the board digitally as well. The board Google Drive will be shared out to all board members. Digital copies of handbook to be available, version control is important. Hard copies available as needed.

S. Tarricone made a motion to approve the new chain of authority document, J. Boisvert seconded. Passed unanimously.

### **Old Business:**

Strategic Plan: Board was very impressed, excellent work. K. Miller-Corcoran thanked everyone involved; especially Sherry Kowalski and Dale Ketchum. NYS adopted the minimum standards of community input in 2019 and that is an integral part of what the library wants to do. Our strategic plan and institutional agenda reflect this, but there was a general consensus to revisit the mission, vision, and philosophy in the future with more community input. The COVID impact section was well thought out.

The community needs survey was based on input from the community, staff, the Friends, and the board which was distilled into actionable steps by K. Miller-Corcoran, J. Bartram, and D. Ketchum.

The idea is that the plan should be ambitious, but reasonable, for three years, with the board taking stock each year on progress. J. Bartram will make use of it to create work plans for the staff heads for next steps.

J. Kissick-Castro made a motion to approve the strategic plan, K. Jablonowski seconded. Passed unanimously.

The CSEA contract extension needs formal approval from the board. It's on the legislative agenda this month; it was passed by the union. The previous email vote by the board was not valid, so the board will focus on approving things via live Zoom sessions.

Motion to approve the CSEA contract made by S. Tarricone, seconded by E. Backus. Passed unanimously.

### **Director's report**

J. Bartram and S. Kowalski participated in a Pine St community cleanup organized by Truth Farm..

EV vehicle chargers, thanks to county engineers, are more likely to move forward.

J. Bartram updated the library holiday schedule.

The library is instituting a COVID reopening schedule, based on the new CDC masks mandates. Local/state laws still apply at this point, signage will convey that masks are still required until clarification from the state. It's been a confusing mix of protocol.

There were some budget transfers in the expense and revenue reports. They were in place to organize and better reflect budget lines. They will be updated before the next board meeting. Two part-time employees were hired and the library is actively working to spend that money. There were other small updates to close out some finished projects.

A revenue item was marked as a 12,000 donation. That was in error, it is state aid and being corrected.

Elevator project had issues with possibly being double charged. The work was required to bring elevators up to code and add mechanisms for power outage safety.

**Executive session for personnel discussions @ 6:27pm**

**Executive session ended @ 6:55pm**

There was a discussion for board approval in next meeting for releasing the community foundation funds to the Friends for spending funds. Tioga grant money came through the Friends, spent in a specific line, and these community funds will be the same.

The library is considered an anchor location for the city's new stadium district development plan.

Motion to adjourn by K. Bowers, seconded by K. Miller-Corcoran.

Meeting ended at 7:04pm.

*Respectfully submitted,  
Jeffrey Boisvert*