

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 04.14.22

Members Present: Jeffrey Boisvert, Katie Bowers, Jennifer Embree, Charmian Foster, Sarah Glose, JoAnne Hanrahan, Kate Miller-Corcoran

Also Present: Josias Bartram, Jennifer Church, Eric Gartenman, Laura Haynes, Sherry Kowalski

Call to Order: J. Hanrahan called the meeting to order at 5:32pm on Thursday, April 14th.

Public Comments: None

Amendments to the Agenda: None

Minutes of Last Board Meeting: C. Foster made a motion to approve the previous board meeting minutes with the discussed revisions, which was seconded by K. Bowers. Passed unanimously.

Appointments and Resignations: Motion to approve the three new appointments made by J. Boisvert, which was seconded by K. Bowers. Passed unanimously.

Motion to approve the termination of Taru Baylor made by J. Boisvert, seconded by S. Glose. Passed unanimously.

New Business:

Administration Wing Rental

J. Bartram spoke about the library's intent to rent the old administration wing to the Broome County Assigned Counsel Program (BCACP). Eric Gartenman, the new administrator for the program, spoke to the board regarding BCACP and the services they provide. This program is designed to improve legal representation for indigent clients. The Board agreed that their mission works well with the library's direction on expanding outreach and support to all of our community. Motion to approve the lease made by J. Boisvert, seconded by K. Miller-Corcoran. Passed unanimously.

4CLS Automation Fee

J. Bartram discussed the 4 County Library System's integrated library system for checking out board and honoring library cards across local libraries. Fee is based on circulation and changes from the previous contract are capped at 10% both ways, and increases every year based on inflation. Motion to accept the contract formula made by C. Foster, seconded by K. Bowers. Passed unanimously.

Kresge Fund for Youth Services Grant

The BCPL is being considered for a grant to provide STEAM programming and bilingual youth services at BCPL as well as STEAM kits to be distributed to system libraries. The Friends will also be providing additional funds to this project. K. Miller-Corcoran made a motion to approve the grant application, seconded by K. Bowers. Passed unanimously.

Patron Code of Conduct/Social Media Policy

There was discussion regarding the expansion of the BCPL Code of Conduct to cover conduct on social media platforms. K. Bowers volunteered to help create this policy, along with J. Hanrahan, J. Boisvert, J. Bartram, and J. Church.

Image Integrator Contracts

Renewal of the contracts for service of the microfilm readers and associated equipment was discussed. Motion to approve the contracts made by C. Foster, seconded by K. Bowers. Approved unanimously.

Supplemental HVAC Quote

There was discussion involving supplemental HVAC installation in the BCPL public lounge area. This garnered additional attention since the peer counselling program is based out of that space, but it has been known that the room is extremely uncomfortable to use in the summertime. J. Boisvert made a motion to move forward with the work and accept the quote from Sid Harvey, noting potential additional shipping charges to be assessed, which was seconded by K. Bowers. Approved unanimously.

Old Business:

Patron Code of Conduct Updates

There were a few suggested changes to the previous CoC as suggested by the staff for clarity. There was discussion regarding the CoC appeals process as well. Motion for final approval as revised made by S. Glose, seconded by K. Bowers. Passed unanimously.

Integrated Systems/Security Cameras

There was an increase in cost for the installation charges for the new security camera system due to labor cost increases. It will be an additional 10k from the library budget. Motion to approve the contract increase by J. Boisvert and seconded by K. Bowers. Passed unanimously.

Board Professional Development

Going forward the Board will be required to track hours regarding continual education which will be submitted to the director at the end of the year. 4CLS offers many opportunities to fulfill this requirement.

Motion to adjourn made by J. Boisvert, seconded by K. Bowers. Passed unanimously.

Meeting ended at 6:41pm.

*Respectfully submitted,
Jeffrey Boisvert*