

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes – 05.12.22

**Members Present:** Jeffrey Boisvert, Katie Bowers, Peter DeWind, Jennifer Embree, Charmian Foster, JoAnne Hanrahan, Jill Kissick-Castro, Kate Miller-Corcoran, Sara Tarricone, Emily Wall

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

**Call to Order:** J. Hanrahan called the meeting to order at 5:32pm on Thursday, May 12<sup>th</sup>.

**Public Comments:** None

**Amendments to the Agenda:** None

**Minutes of Last Board Meeting:** K. Bowers made a motion to approve the previous board meeting minutes, which was seconded by K. Miller-Corcoran. Passed unanimously.

**New Business:**

*4CLS Envisionware Service Agreement*

J. Bartram spoke briefly about the agreement, which is our standard yearly renewal, and the addition of mobile print functionality. Motion to accept the service agreement made by J. Kissick-Castro, seconded by E. Wall. Passed unanimously.

*Social Media Policy*

J. Bartram discussed the social media policy and the moderation of comments in accordance to the library Code of Conduct, as well as the appeals process. Motion to accept the social media policy made by C. Foster, seconded by J. Kissick-Castro. Passed unanimously.

*Memorandum of Understanding for Assigned Counsel Program*

J. Bartram explained the MOU in regards to the Broome County Assigned Counsel Program discussed in the last board meeting. J. Boisvert made a motion to approve the text as written, seconded by K. Bowers. Passed unanimously.

*Review of Open Meeting Law*

There was discussion regarding the changes to the Open Meeting Law, which has been longer and more complicated. There is ambiguity regarding the “extraordinary circumstances” portion which is determined by individual boards. E. Wall asked about the timeline for a public hearing and Jennifer Church will look into this. The board will need to discuss what will be considered “extraordinary circumstances” and J. Boisvert, K. Bowers, J. Hanrahan, and E. Wall agreed to discuss this.

**Old Business:**

*Financial Disclosure Statements*

Brief discussion regarding the board submissions of the financial disclosure statement required of board members.

#### *Construction Aid Update*

Additional funds were received from 4CLS, due to the matching amount provided by the library. J. Hanrahan had a meeting with Steve Bachman at the library and he was impressed with the changes so far. We have received positive feedback and publicity from the county regarding all of our changes. J. Hanrahan mentioned the library presenting itself as a warming station during the last storm and how well it was handled.

#### *Annual Report*

S. Tarricone inquired about the annual report and J. Bartram mentioned that it is concise due to Sherri Kowalski's new duties and the library's new staff.

#### *Staffing Goals*

J. Bartram mentioned that the library is planning to expand the administration roles available in 2023 and he has already had discussions with the county about those positions.

#### *Strategic Plan Update*

K. Miller-Corcoran spoke about the strategic plan, mentioning that we are meeting numerous goals and making adjustments as necessary as we move forward. Adding organizational resilience, strengthening county relationships, and youth services are all on or ahead of schedule. The library has expanded into the areas of community resources and services. There has been discussion with the Historical Society about roles and working relationships. There is ongoing reassessment of priorities based on the library's changing staff. Adult programming is very popular.

Motion to adjourn made by E. Wall, seconded by J. Kissick-Castro. Passed unanimously.

**Meeting ended at 6:27pm.**

*Respectfully submitted,  
Jeffrey Boisvert*