

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 06.09.22

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

Also Present: Josias Bartram, Laura Haynes, Sherry Kowalski

Call to Order: J. Hanrahan called the meeting to order at 5:31pm on Thursday, June 9th.

Public Comments: None

Amendments to the Agenda: The Klee Foundation grant report has been postponed.

Minutes of Last Board Meeting: J. Kissick-Castro made a motion to approve the previous board meeting minutes, which was seconded by P. DeWind. Passed unanimously.

New Appointments: Tyler Hurlburt, a custodial worker previously working under DPW and stationed at the library, has been transferred to an identical library position. Motion to approve the change in employee status was made by C. Foster, seconded by K. Miller-Corcoran. Passed unanimously.

New Business:

Construction Aid Intent to Apply

The first draft for this has gone to 4CLS for review, and the full application is due in the fall. The items slated for renovation are the main bathrooms, youth garden exit, and the replacement of the front doors of the library. J. Boisvert made a motion to approve this action, seconded by K. Bowers. Passed unanimously.

Annual Report

J. Bartram mentioned the annual report for this year and the plans for next year's report as well. He thanked Sherry Kowalski for her work on this. Motion to approve the annual report was made by J. Kissick-Castro and seconded by K. Miller-Corcoran. Passed unanimously.

"Extraordinary" Circumstances for Offsite Meetings

The board put this item on hold pending further discussion with counsel and their opinions on specificity necessary for the required definition.

Reading Garden Review

Discussion was had regarding the origins of the reading garden and how it ended up under the purview of the Friends of the Library. There are many plans for accessibility and educational options within the garden being discussed. The Friends will be discussing at their next meeting whether they believe retaining responsibility for the garden or whether it should be shifted back to the library to manage with the other exterior areas. There was brief discussion of the street facing side of the library and S. Glose mentioned reaching out to various city partners to interface on these ideas.

Community Needs Assessment

The library is planning another survey with a team of people involved to draft question and collect the information. Heavy focus on demographics. There will be a meeting soon to draft the survey itself, which will be run through Qualtrics.

Old Business:

Bulletin Board Policy

The same group who discussed the social media policy will meet to create a usage policy for the library bulletin board as well.

Meeting Rooms Policy

The meeting rooms policy needs to be revised and updated. There was discussion around a room fee, room deposit, or free usage. K. Miller-Corcoran asked about how other libraries handle this. J. Bartram mentioned that the Vestal library has positioned themselves to collect fees, the BCPL has never really positioned itself to generate revenues from room bookings as a primary purpose. J Bartram would like to formalize use priority by groups. A group (J. Bartram, J. Boisvert, J. Church, S. Kowalski, K. Miller-Corcoran) will discuss updates and revisions.

Design Update

J. Bartram mentioned that the new library cards look great and that work is currently being done on the website/calendar aspect of our rebranding. The county has acquired new web domains (thebcpl.org and thebcpl.com) for the library's use.

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

Meeting ended at 6:25pm.

*Respectfully submitted,
Jeffrey Boisvert*