

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 11.15.21

Members Present: Jeffrey Boisvert, Katie Bowers, Peter DeWind, Jennifer Embree, JoAnne Hanrahan, Kathy Jablonowski, Kate Miller-Corcoran, Peg Shiel, Sara Tarricone, Emily Wall

Absent: Jill Kissick-Castro

Also Present: Josias Bartram, Bob Behnke, Charmian Foster, Sarah Glose, Jennifer Keysor, Pat McGinnis,

Call to Order: J. Hanrahan called the meeting to order at 5:33pm on Monday, November 15th.

Public Comments: None

Amendments to the Agenda: No new amendments to the agenda.

Minutes of Last Board Meeting: P. DeWind made a motion to approve the minutes after corrections regarding the standardized naming conventions used in said minutes. Motion seconded by E. Wall. Passed unanimously.

Appointments and Resignations: The library had multiple resignations over the past few weeks. Ken Homer resigned, as did Karen Everson and Lucy Cobb. J. Boisvert made a motion to accept those resignations, which was seconded by E. Wall. The motion was approved unanimously.

Yolanda Lewis started as a part-time custodian.

K. Jablonowski made a motion to approve her appointment, which was seconded by K. Bowers. Passed unanimously.

New Business:

Central Library Plan of Service

J. Bartram discussed the central library plan of service, which outlines a five-year plan of the goals of the BCPL as a central library. It is based around our own strategic plan and our re-positioning as an active library leader in the community. S. Tarricone made a motion to approve the plan, which was seconded by K. Jablonowski. It was approved unanimously.

Central Library Development Aid Budget

J. Bartram noted some changes in the state aid budget (which supports numerous things within the library, including portions of staff salaries) that allows us to expand into providing fiction e-books with some of those funds, a use previously excluded. P. Shiel made a motion to accept the budget, seconded by K. Miller-Corcoran. Approved unanimously.

Modified Holiday Closing Dates

J. Bartram proposed two modifications to the library's holiday schedule: closing early the day before Thanksgiving and December 17th for a staff holiday party. K. Bowers made a motion to approve these changes, which was seconded by K. Miller-Corcoran. Passed unanimously.

Old Business:

Strategic Plan Progress Report

K. Miller-Corcoran reminded the Board to check the library's strategic plan often, since it is a living document that will evolve over time. The creation of a DEI (Diversity, Equity, Inclusion) committee is slated for 2022. The website re-design is the next big item, as it will give us a fresh new look (and add functionality) for our community outreach efforts. J. Bartram reminded the Board that staff burn-out is a very real risk, since we are understaffed and the existing staff is stretched thin to cover all necessary duties. COVID is still disrupting the planning for group events/activities. It was mentioned that the library is still focused on providing services regarding homelessness and mental health.

Personnel Committee

S. Tarricone mentioned sending out surveys to stakeholders, regarding J. Bartram's performance over the last year, including the staff, Board, Friends of the Library, and community partners. The personnel committee will be reviewing feedback and set goals for 2022 by the December meeting.

Director's report

J. Bartram noted the newest changes to the Open Meetings law, which now requires us to post the board packet to the public at least 24 in advance of board meetings.

He also mentioned that the financial reports had some budget modifications to reflect the work that has been done to bring it in line with our actual spending. J. Bartram is expanding his role in meeting with the Friends, to collaborate and help with direct fundraising. They had some meetings with SCORE and SCORE's non-profit representation. J. Hanrahan noted that it is her goal to expand the Friend's direct fundraising in a professional and focused manner.

E. Wall inquired about Wallis Kraham's new role as a library ambassador. J. Bartram mentioned that the library has plans to create several of these roles, to leverage the personal and professional networks of library ambassadors to create awareness, excitement, and support and to be an advocate for the library. He mentioned they are currently formalizing the scope of the role. He reiterated J. Hanrahan's earlier point about fundraising being directed through the Friends and noted library donations have been directed to the trust fund, which is long overdue to be a focus for contributions.

J. Bartram mentioned that he has continued his outreach to the community and various community-based organizations.

JoAnne clarified the purpose of the Coalition of Care (CoC) which is the organization which responds to 211 calls and connects people to needed non-profit services.

President's Report

J. Hanrahan reiterated that our budget for 2022 has been approved. She mentioned how positive the meetings were and thanks Jason Garner and the other legislators.

Nominating Committee

S. Tarricone introduced the two new candidates for the Board, potentially filling the seats being vacated by P. Shiel and K. Jablonowski.

Charmian Foster introduced herself and spoke about her background in education and her drive for

community involvement. She does volunteer work with the local history center (she is on their Board) and recognizes the diverse needs of patrons who come to the library. She mentioned that she is data-driven and action focused.

Sarah Glose spoke about her background working at a local library; both her work in circulation and designing and teaching a science program. She mentioned how fulfilling it was to help patrons and spoke specifically about a patron that she assisted with building computer skills and job hunting which resulted in said patron finding a job. She also spoke of her experience in her current job and with grants and grant-writing. She mentioned her extensive administration background in working with government bureaucracy.

S. Tarricone thanked both candidates for attending the meeting and explained the executive session and the approval process.

S. Tarricone made a motion to enter executive session, which was seconded by P. Shiel. The motion was approved unanimously.

The Board entered executive session at 6:35pm.

The Board exited executive session at 6:48pm.

The Board completed the vote and determined that both candidates would be recommended to the county legislature. J. Bartram will notify Jason Garner's office. S. Tarricone will inform the candidates.

J. Boisvert made a motion to end the Board meeting, seconded by E. Wall. The motion passed

Meeting ended at 6:52pm.

*Respectfully submitted,
Jeffrey Boisvert*