

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes - 02.11.21

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

**Also Present:** Library Director Josias Bartram, Alan Buyck, Jennifer Church

**Call to Order:** The meeting was called to order by J. Hanrahan at 5:32pm.

**Public Comments:** None

**Amendments to the Agenda:**

No amendments.

**Minutes of Last Board Meeting:**

P. Shiel made a motion to adopt the previous meeting's minutes, K. Jablonowski seconded. The January 2021 minutes were adopted.

**Appointments and Resignations:**

Oaths were administered for new board trustees, K. Bowers and J. Kissick-Castro and for P. DeWind's second term.

J. Church administered the reading of the oath. Dates of each members terms to be sent to J. Church so she can update documents for new trustees to sign.

**Subcommittee assignments:**

Board committees, sub-committees, and liaison roles were reviewed. Executive committee has all roles filled, but further discussion on filling assignments for other roles (Strategic Planning, Finance, Marketing, Personnel, Garden, and Facility Use committees) in next board meeting.

**New Business:**

Broome County Public Library Board now has a Google drive containing board documents in a central repository available to board members. Committee assignments (to be updated next week), holiday closing dates, and the board handbook are all available. Library website page to be updated with the new board Gmail account.

Conflict of Interest forms to be filled out by those members who have not yet done so, and board orientation training will be available for new board member in late February and early March.

The library is waiting on a resolution for approval of the literacy volunteers led program; that will likely be resolved in March.

Hoopla renewal contract (for April 1<sup>st</sup>) was discussed. M. Shiel made a motion to accept the contract; K. Miller-Corcoran seconded the motion. Motion passed unanimously.

There was discussion involving the replacement of flooring and painting work in the library. All work is done through county contracts. M. Shiel made a motion to approve the work, J. Boisvert seconded. Motion passed unanimously.

Due to a new state inspection, work is required to bring elevators to code. Work will be done through a county contract. M. Shiel made a motion to approve the work, K. Jablonowski seconded. Motion passed unanimously.

#### Strategic Plan Update:

The strategic planning committee met at the end of January to discuss goals; the plan outline is the next step. First draft will be submitted for board approval in March; with final draft slated for April.

#### Olympus Energy:

This ongoing item required action from the Board in this meeting, due to deadlines involving other parties (United Methodist Homes Hilltop, Office of the Aging, and ARC) regarding joining litigation for quiet title action. Discussion was had with regard to prospective, positive and negative, impacts to the library. E. Backus made a motion for the library to join the quiet title litigation, M. Shiel seconded. Votes from board members are as follows:

E. Backus: Yes  
J. Boisvert: No  
K. Bowers: No  
P. DeWind: Yes  
J. Embree: No  
J. Hanrahan: Yes  
K. Jablonowski: Yes  
J. Kissick-Castro: Yes  
K. Miller-Corcoran: No  
M. Shiel: Yes  
S. Tarricone: Yes

The motion passed with 7 in favor; 4 opposed. The board then took a three-minute break.

The board was then required to vote to authorize a memorandum of understanding with the other parties involved in the quiet title action litigation. P. DeWind made a motion to enter into a MOU, E. Backus seconded.

The motion passed with 7 in favor; 4 opposed: with identical distribution of votes as noted above. The board will need to give final authorization when the MOU is finalized.

#### Electric Vehicle Charging Stations:

As previously discussed, the library is interested in installing two EV charging stations in the library parking lot. This work is subsidized by a state grant being handled by the company who would be installing the system and would be installed at no cost to the library. J. Boisvert made a motion to approve this work, E. Backus seconded. Motion passed unanimously.

#### **Director's Report:**

Due to repainting, a board listing donors from a 2010 fundraising event will be moved to a new location.

The Literacy Volunteers are in their new space, and the library administrative offices will be moved to the spaces they previously occupied, as well as the previous board meeting room. Discussion of the removal of certain pieces of furniture was had, with some clarification needed regarding the proper process to do so. The board discussed the process of handling “named” rooms and the processes required around signage.

Kelsey Matoushek is no longer doing contact tracing, but Sherri Kowalski is still involved.

K. Jablonowski made a motion to adjourn. K. Bowers seconded.

Meeting ended at 7:08pm.

*Respectfully submitted,  
Jeffrey Boisvert*