

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes - 03.11.21

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

Absent: Kathleen Jablonowski, Sara Tarricone

Also Present: Library Director Josias Bartram, Jennifer Church

Call to Order: The meeting was called to order by J. Hanrahan at 5:31pm.

Public Comments: None

Amendments to the Agenda:

No amendments.

Minutes of Last Board Meeting:

P. DeWind made a motion to adopt the previous meeting's minutes, M. Shiel seconded. The February 2021 minutes were adopted.

Board Member Oaths:

Paperwork necessary for their board membership was signed by K. Bowers, P. DeWind, and J. Kissick-Castro.

Appointments and Resignations:

The Board was informed that Jeffrey Moore, a long-time member of the staff of the BCPL had passed away.

New Business:

The annual report is currently in the works. The state report requires Board approval. The publicly available annual report will be distilled from finalized state report.

The library was maintaining separate tracking systems, which were inaccurate due to duplicate records. The unnecessary entries were removed and numbers for library materials are now accurate. The library has also seen an increase in the number of e-books in its collection.

E. Backus made a motion to approve the annual report, K. Miller-Corcoran seconded. It was approved.

An existing annual contract for Unique was up for renewal.

E. Backus made a motion to approve the contract, K. Bowers seconded. The contract was approved.

J. Bartram informed the Board that library staff are now in an approved category for COVID vaccination and will be making appointments as available.

Old Business:

Committee Assignments:

The Board revisited committee and subcommittee assignments. The following changes were made.

The Marketing Committee will be chaired by J. Embree. Other members of the committee will be K. Miller-Corcoran and K. Bowers.

The Nominating Committee will be comprised of K. Jablonowski (as chair), M. Shiel, and S. Tarricone.

The Personnel Committee will be comprised of J. Kissick-Castro, M. Shiel (as chair), and S. Tarricone.

The 4CLS/BCPL Liaison will be J. Hanrahan.

The Friends of the Library Liaison will be M. Shiel.

The Garden Committee will be comprised of E. Backus, J. Kissick-Castro, K. Miller-Corcoran, and S. Tarricone.

The Facilities Use Committee will be comprised of J. Boisvert (as chair), P. DeWind, and J. Hanrahan.

The Library Programming/Policies Committee will be comprised of J. Boisvert, P. DeWind (as chair), J. Kissick-Castro, K. Miller-Corcoran, and M. Shiel.

Library Website/Rebranding

The proposal from IdeaKraft was discussed. The board expressed the desire to see more ideas and mock-ups. Vinyl design/pricing for various library projects was also discussed. J. Bartram will collect two additional quotes for the project from other local vendors.

Strategic Planning Update:

The Strategic Planning Committee will present their outline during the April Board Meeting.

Director's Report:

J. Bartram informed the Board that the time for capital improvement projects had opened and submission are due end of March. P. DeWind mentioned scheduling a walkthrough with the county engineer to assess various known concerns regarding the building, such as the air handlers, roof, and the possibility of skylights.

He also mentioned a panel with the BU library thanks to the coordination of J. Embree and K. Miller-Corcoran.

The rest of the flooring has been submitted for approval along with the appropriate quotes; discussion around a fire escape in the rear of the building and improvements to the Youth services area.

A site visit is scheduled for a tech to assess the EV charging systems. We need clarification if the construction work is covered by grant money.

The neighboring veteran's home wants to add a storage shed next to overflow parking. J. Bartram to speak with the county regarding this.

The staff of the library is requesting a plaque dedication to J. Moore. Moore's family has requested donations to the library, which will be used to purchase a collection of books pertaining to guitar instruction. M. Shiel will get a quote for aforementioned plaque.

J. Bartram mentioned donating or disposing unused microfilm readers and microfilm. The Board had no objection.

President's Report:

The Friends of the Library are still discussing the permanent book sale room and will keep the Board informed. They are planning a limited, COVID-compliant book sale event in April.

Board training sessions with Steve Backman were discussed.

E. Backus made a motion to adjourn, P. DeWind seconded.

Meeting ended at 6:45pm.

*Respectfully submitted,
Jeffrey Boisvert*