

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- June 11, 2020

Virtual meeting due to COVID-19

Members Present: Emily Backus, Jeffrey Boisvert, Eugene Burns, Margaret Coffey, Peter DeWind, JoAnne Hanrahan, Kathleen Jablonowski, Margaret Shiel, Sara Tarricone

Absent: Jennifer Embree, Kate Miller-Corcoran

Also Present: Interim Director Sherry Kowalski

Call to Order: The meeting was called to order by P. DeWind at 5:34 pm

Public Comments: None

Amendments to the Agenda:

Construction Aid Grant; Discussion on new floor plan

Minutes of Last Board Meeting:

The May 2020 minutes were adopted.

Appointments and Resignations:

Broome County has moved to a voluntary furlough program. Two BCPL employees have decided to select this option, they are currently furloughed until July 31, 2020.

New Business:

2021 Budget Planning

- Initial direction from the county indicates proposing a conservative budget.
- Our year to date spending has been impacted by: vacancies, employees being furloughed and part-time employees not working due to the pandemic.
- S. Kowalski will set up a meeting with the Finance Committee to review the 2021 budget proposal.
- The initial 2021 budget proposal is due by June 24.

Contract with Emergency Medical Services (EMS)

- Currently EMS leases space at the library to house the back-up 911 call center. The area they lease is secured and library employees are not allowed access.

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- The contact between BCPL and EMS is up for renewal; the contact amount has not changed in several years.
- The board recommended increasing the amount charged to EMS to reflect the market rate for similar space downtown.
- Additionally, the use of BCPL parking spaces should be accounted for too.

Historical Society

- The board discussed several issues related to the partnership between the Historical Society and BCPL.
- BCPL pays for annual IT expenses related to computer usage for the Historical Society and pays Historical Society staff salaries; BCPL does not receive any revenue from the Historical Society books that patrons purchase or any proceeds from seminar tickets sold to the community.
- Since the Historical Society operates out of the library, the organization does bring in foot traffic and visitors to the library on a regular basis.
- The board suggested having Roger Luther, Historical Society Director, or Linda Biemer, Historical Society Board President, attend our next meeting to talk with the BCPL Board about our reciprocal relationship.
- The board is interested data that the Historical Society can provide as to how many visitors are brought in each month to the library through its programs and services to the community.

Curbside Pickup

- BCPL started curbside pickup last Monday, over 110 patrons have taken advantage of the service so far.
- S. Kowalski continues to meet with Four County to get direction on next steps for a limited opening of the library.

Additional Updates:

Construction Aid Grant

- S. Kowalski shared two proposals that would fit the criteria outlined in the Construction Aid Grant.
- M. Shiel presented a motion to authorize applying for the security camera enhancement proposal that fits the criteria of the grant, M. Coffey seconded. The board unanimously supported this motion.

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Updated Floor Plan

- J. Boisvert presented his proposal for reassessing how library space is used, increasing active space and reducing dead space.
- His proposal would reduce the space for employees to manage and add the potential for more rental space.
- J. Handrahan added feedback on space needed for the Friends of the Library book sales and storage needs. A suggestion was made to create a space similar to how the Ithaca Library operates its book sales.
- Once the library reopens J. Boisvert will coordinate with S. Kowalski to find time to visit the library and update the floor plan again.

The meeting was adjourned at 7:14 pm.

Next Meeting:

Scheduled for Thu, July 9, 2020 at 5:30 pm.

*Respectfully submitted,
Sara Tarricone*