

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- July 9, 2020

Virtual meeting due to COVID-19

Members Present: Emily Backus, Jeffrey Boisvert, Eugene Burns, Margaret Coffey, Peter DeWind, Jennifer Embree, JoAnne Hanrahan, Kathleen Jablonowski, Kate Miller-Corcoran, Margaret Shiel, Sara Tarricone

Absent: None

Also Present: Interim Director Sherry Kowalski, County Attorney Jennifer Suwak, BOCES Superintendent Allen Buyck, Director of the Office of Emergency Services Michael Ponticiello

Call to Order: The meeting was called to order by P. DeWind at 5:31 pm

Public Comments: None

Amendments to the Agenda:
Discussion on the revised library floor plan.

Minutes of Last Board Meeting:
The June 2020 minutes were adopted.

Appointments and Resignations:
Lucinda Cobb has returned to work after her furlough. There are no resignations to report.

New Business:

Library Operations:
The library is currently closed on Saturdays and only open until 6 pm (instead of 8 pm) during the week. The reduced schedule is due to a lack of janitorial coverage. There is a higher demand for cleaning during this time and the library is unable to hire additional janitors to meet the need. Opportunity for S. Kowalski and P. DeWind to talk to Broome County about additional janitorial support.

Strategic Planning:
K. Miller-Corcoran has been working with Dale Ketcham to discuss next steps with the planning. D. Ketcham has begun by reaching out to comparable libraries to learn more about their plans. A Strategic Planning Committee meeting will be held in the next few weeks.

Office of Emergency Services:
M. Ponticiello joined the meeting to answer questions related to the space that the Office of Emergency Services rents from the library. For the past seven years the rented library space has been used as a backup site. Due to security restrictions, the space is locked from library staff. However, since the space is in the middle of the first floor, it interferes with library workflow. There is an opportunity to discuss

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the process for moving EMS from the first floor to the second, where they will have a secure area that is better suited for their needs. Having Emergency Services in the library also raises the need for: Enhanced security cameras, updating the HVAC system and fixing the leaky roof. Board members discussed the need to raise the rent since it is not close to market rate and has not been increased in seven years. P. DeWind will discuss the increase with the County.

Old Business:

Budget:

The 2021 Proposed Budget has been submitted. There is a meeting on July 16 with the Broome County Finance office, then the budget will get sent to the Legislature for final approval. If any board members want to participate in these meetings contact P. DeWind.

Updated Floor Plans:

J. Boisvert is in the process of updating the floor plan proposal, he met with S. Kowalski and toured the library again. He noted that there is an opportunity to re-visit the space already allocated to organizations at the library and potentially identify new organizations to partner with.

Additional Items:

J. Hanrahan noted that the Broome County Legislature should be reminded of all the additional ways that BCPL supports the community. She suggested that these items be brought up during budget discussions.

Some items to include:

- Providing prime work space to the Office of Emergency Services at below-market rate
- Allowing librarians to provide childcare services while the county daycare was operating
- Providing free conference room rentals to all Broome County offices
- Housing the Broome County Historical Society

E. Backus requested an executive session to discuss the Executive Director search. An Executive Session will be set up to meet prior to the next BCPL board meeting.

The meeting was adjourned at 6:58 pm.

Next Meeting:

Scheduled for Thu, August 13, 2020 at 5:30 pm.

Respectfully submitted,

Sara Tarricone