

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 02.10.22

Members Present: Jeffrey Boisvert, Katie Bowers, Peter DeWind, Charmian Foster, Sarah Glose, JoAnne Hanrahan, Jill Kissick-Castro, Kate Miller-Corcoran, Sara Tarricone, Emily Wall

Also Present: Josias Bartram, Jennifer Church, Jennifer Keysor, Sherry Kowalski

Call to Order: J. Hanrahan called the meeting to order at 5:32pm on Thursday, February 10th.

Public Comments: None

Amendments to the Agenda: Holiday closing dates agenda item rescheduled for next meeting.

Minutes of Last Board Meeting: E. Wall made a motion to approve the minutes from the previous meeting with corrections to the dates mentioned in said minutes. Motion seconded by J. Kissick-Castro. Passed unanimously.

Appointments and Resignations: J. Bartram recognized Jennifer Keysor's fifteen years of service to the library and members of the board extended their congratulations to her on her new position as well as recognizing her hard work and devotion to the library. E. Wall made a motion to approve her resignation, which was seconded by P. DeWind. Passed unanimously.

Administration of oaths and swearing in of C. Foster and S. Glose. Observed and noted by Jennifer Church.

Old Business:

Community Fund

Discussion regarding the full community fund balance being transferred to the Friends of the Library. Part will be spent to reimburse the Friends for half of the total for the new projector in the Decker room (the other half was funded by the Friends) and for Library Market's retainer fee for additional design work such as business cards, stationary, and wall vinyl applications within the library. E. Wall made a motion to approve this transfer of funds, which was seconded by J. Kissick-Castro. Passed unanimously.

4CLS Purchasing Agreement

The new 4CLS purchasing agreement returns the charges to their pre-COVID levels. J. Bartram explained the services they provide to the library and P. DeWind asked about turnaround times for book processing. There was discussion about doing this in-house, as the library has done so in the past, but J. Bartram mentioned that the library does not have the staff. This agreement is renewed on an annual basis. Motion to accept the agreement by P. DeWind, seconded by S. Tarricone. Passed unanimously.

New Business:

Board Training

Discussion regarding board training (provided by 4CLS) and the Trustee Handbook for new board members. Board documentation is available on the Board's Google Drive, but hard copies are available if

desired. Training for Board members will likely become an annual requirement for continuing education going forward.

2022 Schedule of Board Meetings

Motion was made by J. Boisvert to approve the current schedule of meetings with no changes. This was seconded by J. Kissick-Castro. Passed unanimously.

Library Charges Policy

Edit to policy suggested by library staff to clarify collection fees. Motion made to approve the edit by S. Glose, seconded by K. Miller-Corcoran. Passed unanimously.

Board Committees

DEI committee members have been finalized. S. Tarricone is formally stepping down as the chair of the Nominating Committee. The members of that committee will consider a new chair, to be selected at the next Board meeting.

Friends Annual Appeal

The Friends have accepted a large grant, with an event to celebrate this coming Tuesday (2/15). J. Hanrahan made a request of board members to attend this reception. Press release going out with event. Additionally, the Friends have requested the Board's involvement for donations and social media/marketing outreach. The Friends appreciate online engagement. There were suggestions for email optimization regarding outreach.

Literacy Volunteers

E. Wall spoke briefly of her experience with a Literacy Volunteers orientation meeting regarding their tutoring, math labs, and other events. She mentioned there are a lot of opportunities, but the requested commitment is one to two hours a week for an entire year. S. Glose mentioned the Literacy Volunteers might consider semester-long commitments, and the Board thought it might be beneficial to extend an invitation to the head of the Literacy Volunteers to speak with the Board again regarding their programs.

Director's Report:

J. Bartram mentioned that the county mask mandates ended today and the signs came down, but that most staff and patrons were still choosing to wear them for now. Financial reports were included in the Board packet and the library did a good job at spending down accounts by year end. He mentioned that there are many projects slated for 2022. The annual report is due by the end of February and that is his current focus. Staff reports will change since J. Keysor is departing.

Closing Comments: None

A motion to adjourn was made by J. Kissick-Castro and seconded by E. Wall. Passed unanimously.

Meeting ended at 6:45pm.

*Respectfully submitted,
Jeffrey Boisvert*