

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday, December 19, 2024

Present: President Most
Treasurer Noble
Secretary Fortino
Director Hysell

Trustees Present: Douglas, Foster, Grimshaw, Kelley, Smith, Srinivasan

Trustee Absent (Excused): Galella

Trustee Absent (Unexcused): Bloom

Guest Present: Deputy Mayor Riley

Meeting called to order 7:0PM

Public comment: None

Adoption of Minutes

Previous minutes to meeting October 17, 2024. Move to be accepted by Smith and seconded by Srinivasan Abstained: Foster (absent from meeting). All others in favor.

Move to accept minutes to meeting November 21, 2024, by Grimshaw and seconded by Smith. Unanimously approved.

Director's Report: Report accepted as offered. The Children's Room will be open on Friday's from 9:00 am to 5:00 pm. The Children's Room will be closed on Sunday's but patrons will have access to it, with visible signage in the library and posted on the website.

The Mobile Kitchen, donation from The Friends of the Field Library, has arrived and staff has begun to meet on future programming.

Treasurer's Report: Report accepted as offered. Current trends are in line with the adopted budget. Investments up 1.7% in October, 2.3% in November, and are up 9.4%YTD through November 30. In dollar terms, the investments are up \$65k for the year and are valued at \$759k at November 30.

Statistics: Director Hysell reported that statistics show a downward trend. Children's attendance is down, there is ongoing conversation with staff to explore new programming. Library staff met with Middle school ENL team to showcase work using the Gallery. Explore the program concept of "The Library of Things" and "Craft Corner".

WLS Report: Reminder: January 22nd Virtual session from Trustee Handbook Club Advocacy from 5:00pm to 6:30pm. Albany Advocacy Day on February 5th. Terry Kirchner (WLS) is conducting a one-hour training session for Trustees on February 11th from 1:00pm-2:00pm: more detail to follow.

Grants: Director's Report

Committee Reports

Audit: No report

Executive Committee: No report

Facilities Committee: No report

Finance Committee: No report. As requested at the November 21st Board meeting, Director Hysell did submit to the Trustees a draft 2025 budget proposal, for comments, before the December 19th Board meeting.

Fund-raising Committee: Bittman event raised \$2,000(two thousand dollars). The direct mail appeal date will be discussed at the next meeting. Peekskill Film Festival for 2025 will be held on June 27-June 28th . Paramount Theater will be undergoing renovation in the months of July-August.

Governance: No report

Human Resource: No report

Discussion Items:

Old Business:

- a. WLS Member Library Statistics 2023. The Field Library is average to other Westchester libraries.

New Business:

- a. 2025 Budget Presentation
 - i. On motion moved by Noble, seconded by Kelley to approve 2025 Budget, passed unanimously.
- b. Study Room Policy & Paid Prenatal Leave Policy
 - i. On motion moved by Smith, seconded by Srinivasan to accept Study Room Policy, passed unanimously.
 - ii. On motion moved ty Grimshaw, seconded by Smith to accept Paid Prenatal Leave Policy, passed unanimously.
- c. New Desk Unit for Director
 - i. On motion moved by Kelley, seconded by Noble to authorize Director Hysell to transfer \$2, 594.96 from STEAM budget to Office Equipment, passed unanimously.
 - ii. On motion moved by Noble, seconded by Kelley to authorize Director Hysell to use vendor HVOF (info@thewowguys.com) to purchase desk unit, passed unanimously.

- d. Resolution to Create Head of Circulation Position & Approve Title Change for Head of Youth Services.
 - i. On motion moved by Kelley, seconded by Srinivasan to create Head of Circulation and approve Title Change for Head of Youth Services, passed unanimously.

Moved to adjourn to Executive Session 8:00 pm. Moved by Grimshaw and seconded by Kelley. Unanimously Approved.

Purpose of Executive Session: Personnel and Board of Trustees Matters.

Moved to exit Executive Session by Noble and seconded by Srinivasan. Unanimously approved.

Moved to adjourn meeting by Smith and seconded by Foster. Unanimously approved.

Meeting adjourned: 8:23pm

Next meeting January 16, 2025

Submitted by Catalina Fortino

Pending adoption by Board of Trustees on January 16, 2025