

**Bedford Village Free Library
Board Meeting Minutes
January 5, 2022**

ATTENDANCE

Via Zoom - Ann Cloonan, Ted Eigel, Colleen Gelfand, Scott Harrison, Ray Infarinato, Rob Oden, Olivia Peters, Margaret Scott.

BOARD GOVERNANCE

Minutes from the December Board meeting approved – Colleen motioned to approve and Olivia seconded.

Nominating Committee will begin working on a replacement for Margaret. Ray suggested we first look to BFL's Advisory Committee for potential candidates.

BFL Board compensation review is usually done at year's end. We will be having more extensive discussions this year as this is an opportunity to review our staff's compensation vis a vis the marketplace, and to consider factors such as recent role expansion, the value our staff continues to add, etc. (More detail on this below as we fleshed it out later in the meeting.)

DIRECTOR'S UPDATE

STAFF

The end-of-year gift cards were very much appreciated, and Ray was able to attend the luncheon at which they were distributed.

For now, we will be keeping our same hours and services. Ann bought heavy duty medical masks for the staff, and will continue to monitor Covid protocols and follow what the schools do. One change is that we are back to one staff member per room.

Student volunteers are apprised of how things are progressing, and we are hoping to be able to continue to have them.

ANNUAL APPEAL

Comparing year-to-date through 12/31/21, there are fewer donors than in last year's annual appeal, while the amounts overall were higher than 2020-2021.

We secured funding from the three Heaney siblings in honor of their mother, Marilyn Heaney. They'd like the commemoration to carry their mother's name. This is TBD. Robyn suggested something like a "Book Club List" and the siblings seemed thrilled with that idea.

CHILDREN'S PROGRAMMING

Of the fall and winter programs, they were all running and full (including the mid-December Storytime on the Green when it was freezing out).

For the upcoming online Lego class, Timmy Harrison will be the expert, and Gus Crummy will lead one of the classes.

The Tree Lighting was a great success – there were more than 200 people in attendance. It was held the same night as the Luminaries on the Green, which dovetailed perfectly.

Grab-and-go candy houses were also a success.

ADULT PROGRAMMING

We are planning an adult Birding Class in conjunction with Lewisboro. Margaret will continue her Knitting Classes on Zoom, and we are hoping to add Canasta. We are also hoping to have a “Downloading with Charlie” technology support class.

TECHNOLOGY

Technology sent a company in to install a backup battery. Anne is wiping the old computers and packing them up for pickup.

Three new monitors are coming (for public use) sometime this month.

BUILDING AND MAINTENANCE

Regarding the HVAC system upgrades, Anthony from Dwight Getting Heating & Air Conditioning came in to measure and is expecting to at least have the heating portion up and running by the winter.

Front Fence Replacement Project: Anne would like to target a spring installation and mentioned Garon Fence as one candidate for estimates. We will need to get the Bedford Village Historic District Review Commission's approval before the work can begin.

FINANCIAL UPDATE

As of 12/31/21, we have a healthy current collective balance in our accounts.

Our monthly balance continues to remain healthy, and we were pretty much on point in 2021 regarding inflows vs. budget. We captured 95% of inflows budgeted, and we should be able to capture 100% in 2022. The Town of Bedford is current with their payments.

We received beyond what we expected, so far, in our appeal year vs. the calendar year.

Re: expenses, we spent slightly less than budgeted. Payroll was pretty much on point for the year. All in all, we ended the year on a strong note budget-wise.

BOARD REVIEW OF STAFF COMPENSATION

The next two months will be directed at this – the committee will be looking at other library comps, etc. Note: With senior staff departures (a retirement and a relocation) over the last couple of years, and with the detailed Operational Review for the Town of Bedford in the fall of 2021, it is an opportune time for this more detailed review.

We will probably eventually need another staff member, and we should start thinking about what that would look like before it becomes an emergency.

There is a question as to whether our folks need and want benefits, or whether we stay with compensation of base salary plus a bonus. We need to consider both and make our staff members feel valued and be competitive with the market. (Colleen suggested non-benefits compensation is perhaps more beneficial from the library's perspective as it may be easier to administer than providing benefits for two f-t staff members.)

Position descriptions will also be updated as part of the compensation review. (E.g., look at the question of whether someone has more responsibilities now as compared to two years ago.)

PAYMENT OF 2019 WLS INVOICE

Ray had some back and forth with the WLS Office of the CFO. He had reached out to a local attorney and then to Kitley Covill, outgoing Westchester County Legislator. Both advised against paying the invoice right away. Erika Pierce, the incoming Westchester County Legislator for our district, was also looped in.

Ray and Terry Kirchner (WLS, Executive Director) had an in-person meeting with Erika in attendance. Terry said he'd be willing to forgive the expense from 2019 and talked about how to continue to work collaboratively going forward. It was a very amicable and productive meeting that took almost two hours.

ADJOURNMENT

The meeting was adjourned at 8:18pm.