

Bedford Village Free Library
Board Meeting Minutes
March 3, 2021

Attendance (via Zoom):

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

Board Governance Notes:

Minutes from the February Board meeting approved.

Contact information and demographics of all Board members to be finalized and available on the BFL drive.

HR Report:

Rob Oden (HR representative), in discussion with Ted Eigel (Treasurer), proposed an average salary increase of 2.2% for the staff. The staff will also be receiving a special recognition bonus as acknowledgement of their handling of the many challenges presented by Covid for the last year. This payment, which will be in this month's paycheck, is based on weekly hours and is approx. 1.4% of salary. Total cost will be \$2,500 and is well within budget. Ann will inform the staff at their annual reviews which will be taking place this month. All of the Trustees are in full support of this bonus as it is felt that all the staff should be rewarded for their ongoing positive attitude and flexibility during particularly difficult times.

Financial Update:

Ted reviews current financials. Our financial position remains sound. It continues to be high on account of the PPP. Ann continues to seek "forgiveness" of the loan. This application is still under review. WLS and payroll continue to be the main expenses.

Director's Update:

Annual Appeal continues to do very well, raising more money and attracting more donors than at this point last year. Reminders will be sent out in March. Out of towners who have been participating in online programs will be added to this reminder. Trustees can expect their

packages for notes on March 8. Robyn was recognized for her ongoing commitment to the process.

Director's review: Ray reported that he and Ann had spent a considerable time on this year's review. He, and the rest of the Board, wish to thank her officially for all of her hard work and commitment to the smooth, efficient and fiscally responsible running of the Library. The Board approved her salary increase and bonus.

Circulation: physical circulation continues to be down, however online (especially Overdrive) continues to be robust, showing a particularly successful month due in part to WLS making this available to all of the students in BCSD. This is available through Sora. Few patrons are using the browsing by appointment option - approx 42/mth. Curbside pick up remains strong and popular with patrons. As of February, 28, BFL is one of only 10 libraries in Westchester offering Facility Access. Three of these are by appointment only, and seven have various restrictions. The other thirty are curbside pick up on

Heating/ventilation in the building. Olivia and Ray put together a PowerPoint slide outlining necessary improvements and components and evaluation of unknowns due to Covid. Ann had an outside expert review the proposal - he indicated that it was the best and most efficient system currently available and should last for many years, as it is currently state of the art. The cost is in keeping with 4 zones and a quirky building. Also, as it is a heat pump based system, there will be savings on fuel costs. He also advised looking into NY State rebates.

E-rate: Ann shared a detailed timeline. At this point she has filed two 470 E-rate applications, one for cabling the building and one for internet and wireless services and equipment. She has put this out to bid, however only one company showed up for the walk through. Late March the bids will be organized and shared with Scott and Margaret to review and select the contractor(s). Erate funding should be decided in June and all work concluded by September, 2021.

Children's programming remains strong. Kelly weekly Storytimes are currently either via Zoom. Links and themes for the month are on the website.

Crafts with Christa remain very popular. Grab and Go is very popular especially for the weekly Storytimes.

Legos with Gus for grades K-5 recently finished - it is hoped he will return for another session as it was a big success.

Kelly and Christa are working on summer programs - the theme this year is Tails and Tales. While they expect to still be using Zoom, they hope to be able to do small groups on the back

deck as the Boys Book Group recently did. They may ask the Town to provide picnic benches so that larger groups can congregate on the Village Green.

YA programming - Maureen and Christa delivered over 100 bags from the Valentine Crafts for the Community Project to Northern Westchester Hospital to be distributed to all the staff there. They were very well received. Leftovers were given to the Fire Department. The next Community Project will take place in April.

The High School Fiction Writing Contest has over 30 entries. They have been sent to the 3 judges: Diane Sarna, Katie Sweeney, Jimin Han. The winners will meet next Thursday over Zoom.

Adult programming - Chess, Canasta and Adult Fiction Writing, all of which were full, concluded. A new round of Canasta is starting and Fiction Writing will return in April. Intermediate Italian Conversation, which is in collaboration with Armonk Library, had a great start with 27 participants, Women and Money had 80 participants at their first meeting. This program continues through June. The community read of Just Mercy has a panel discussion via Zoom scheduled for Tuesday, March 23 at 7.00pm. The sign up is on the Library's website.

WLS Update:

No update currently.

Adjournment: The meeting was adjourned at 8:30pm.