

**Bedford Village Free Library
Board Meeting Minutes
March 2, 2022**

ATTENDANCE

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

BOARD GOVERNANCE

The meeting was called to order at 7:05pm, and the February Board meeting minutes were conditionally approved.

Margaret continues to join our meetings as the Open Meeting Law was extended through at least March; after that, we may need to revert to in-person meetings. It is TBD whether our meetings will continue over Zoom or switch to in person, so stay tuned about that.

The Nominating Committee is working on a replacement for Margaret. Proposed candidates' names can be forwarded on to the Committee via Colleen. We are now considering filling 2 spots as Rob will be terming out at the end of this year. We discussed some potential candidates. Colleen will reach out to them and we will invite them to our next meeting if they are interested in being considered for a Board position.

We will be requesting relief funds (from the Town of Bedford) under ARPA to help pay for the HVAC upgrade, and some technology improvements. Some of the technology improvements are already in process and will be covered by E-rate funds, so we'd ask for relief funds for the balance of those costs.

FINANCIAL UPDATE

Markets are currently down, so our portfolio is thus down a bit, but likely this is just temporary so not too worrisome.

Our HVAC expenses came through in the last month, so our expenses in the first quarter of this year are higher than typical for that reason.

BOARD COMPENSATION REVIEW

Over the last few months, the team of Ray, Ted, and Rob – with Ann's substantial and detailed analysis – have been evaluating BFL employees' compensation. The upshot is that they determined that now is a good time to make any necessary compensation adjustments for BFL employee salaries to reflect their added duties over the last couple of years. In addition, an adjustment to align better with the marketplace was made to one salary, in particular, for a full-time employee.

For purposes of making the necessary compensation adjustments while keeping our budget aligned with expenses, Ted added a line item for potential bonus costs.

The team found that while we don't pay any health benefits to our employees, which is unusual, if we did have to pay benefits, our overall compensation costs would be much higher.

Also of note: the analysis that Ann provided to update all position descriptions was extremely helpful as it drove home the point that salary increases are overdue and merited.

DIRECTOR'S UPDATE

BFL has been following BCSD's school guidance re: mask wearing. Ann would like to propose that going forward masks are optional – while still being mindful when situations necessitate additional caution. The Board concurred and voted to make masks optional starting 3/3/22.

Ann was pleased to report that our very valuable adult volunteers are coming back.

ANNUAL APPEAL

As compared to this time last year, we have had a higher amount in donations from slightly fewer donors overall. We surpassed \$100K in donations, which is an exciting achievement.

Robyn is pleased, overall, with how the Annual Appeal is going and is gearing up for the March reminder letters. Appeal letters will be available for pickup on March 18, with a due date of March 28.

CHILDREN'S PROGRAMMING

The valentines were successfully delivered to caregivers and Northern Westchester Hospital.

In March, Kelly will have two indoor Book Parties with snacks: Pete the Cat and Bad Kitty.

Truck Day is happening, but will not be held at the Presbyterian Church as that is booked on the date we'd like to hold it. We are hoping to have Truck Day at BVES instead. It will be the day before Father's Day, Saturday, June 18.

"Oceans of Possibility" will be the theme for this summer's reading program, and the reading kickoff will be held at Historical Hall.

We are hoping to resume the Book Buddies program this summer as well.

ADULT PROGRAMMING

The adult Birding Class (in conjunction with Lewisboro) will begin on March 29.

We are bringing in Dr. DiYanni for poetry month (April) in conjunction with the Pound Ridge Library, and we will also be soliciting submissions from kids in grades K-12 for the poetry contest that month.

We are holding a "Demystifying Medicare" program in May.

The writing contest for high schoolers ends next week.

WLS TECHNOLOGY

Alix Townley is working on the Annual Report for WLS.

WLS will likely start having Directors' meetings in person starting in April.

BUILDING AND MAINTENANCE

Per Lynn Ryan at the Bedford Historical Society, if our new fence "conforms" to the old style as far as design and color, no BVHRC (Bedford Village Historic Review Commission) approval is necessary. Our B&M Committee will take this into consideration in working with contractors during the proposal process.

We are requiring the use of stainless-steel screws and nails. We are in the process of moving forward with gathering proposals for our evaluation (we expect to invite at least three contractors).

ADJOURNMENT

The meeting was adjourned at 8:34pm.