

Bedford Village Free Library
Board Meeting Minutes
April 7, 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 March Board meeting approved.

Financial Update:

Ted reviews current financials. Our financial position remains sound. Cash assets are currently following the annual trajectory. The Town of Bedford has indicated that the next payment will be in May. Ann has submitted the necessary paperwork for “forgiveness” of the PPP loan. This application is still under review. Adjustments have been made to the budget to accommodate the shift in demand from physical to online material.

HR Report: Rob reported that the annual, anonymous survey has been sent to all staff members. Results will be presented to the Board at the next meeting. Ann has completed staff reviews. They were all very appreciative of the bonus.

Director’s Update:

Town of Bedford Budget

Discussions took place with the Town regarding funding, specifically for the Katonah Village Library. This is ongoing. The KVL met with the town of Bedford about increasing their funding from the town. Ann streamed the meeting and reported to the board.

Staff Meeting

There was considerable discussion regarding how and when the Library can safely reopen. This will be done in stages and will follow all State and Federal Guidelines. We are doing a staged approach to see how cases are and to give staff and paid pages an opportunity to be vaccinated. See attached plan.

Ann plans to buy picnic tables for the front of the Library to expand options for Library patron use. A few options were discussed, considering “fit”, material and construction, cost and size.

Annual Appeal continues to do very well, raising more money and attracting more donors than at this point last year. Reminders were sent out in March. To date, 42 new gifts have been received. There was discussion regarding the amount of time given to Trustees and Advisory Board Members to write notes on the mailings. General consensus was that there should be a minimum of two weeks to accommodate busy schedules.

Spring Newsletter

This was mailed early April.

Circulation: the trend of a significant drop in physical circulation, and increasing online usage, (especially Overdrive) continues.

Heating/ventilation:

As a review of needs/options etc. the Building Maintenance Committee, (Ray and Olivia) will conduct a walkthrough of the Library. Conversation continues with Contractor, Dwight Getting, regarding best steps on moving forward with this project.

E-rate: In March, the bids were shared with Scott and Margaret to review and select the contractor(s), which are: FIOS for internet, and Network Solutions for wireless and necessary equipment. The erate consultant submitted the official application form #471. We will find out about funding in a few months.

Children’s programming

Kelly’s weekly Storytimes continue to be either via Zoom or on the Village Green. Thank you to Chowder and Marching for the purchase of a wireless microphone.

Poetry Contest - runs April 1 to April 30. Paper entries are acceptable, however, email is preferable. There won’t be an Ice Cream Social to celebrate as in previous years, though there is hope it will take place later in the year. There will be no fee again for entries.

YA programming

The High School Fiction Writing Contest had over 30 entries. Awards ceremony took place over Zoom. The quality of entries, which are available on the Library’s website, was extremely high.

Constitution Program - this was in collaboration with the three hamlet libraries, Lewisboro and Mt. Kisco and the IDEA committee (Town of Bedford). Approximately 40 high school students watched documentaries on the Constitution, followed by two one hour discussions facilitated by Elizabeth Messenger. The students earned 10 hours of community service.

Adult programming

Intermediate Italian Language and Culture, which is in collaboration with Armonk Library, continues.

Birding 101, in collaboration with Lewisboro Library and run by Saw Mill River Audubon Society, was very well attended.

Dr. DiYanni has begun a series of Romantic Poetry - this is in collaboration with Pound Ridge Library.

Fiction Writing returns in April. The topic is Life Sketches - write your own memoir.

Farm and Victory Garden Talk - Bracco Farms will outline how to build a successful garden. This is in collaboration with Lewisboro and North Salem libraries.

The community read of Just Mercy had a well-attended panel discussion via Zoom.

Mending with Mo and Jo - Maureen McManus (staff) and JoAnne Greenwood will demonstrate how to repair and repurpose well-loved clothing. This will be on the Village Green - participants should bring a few old favorites.

Adult Knitting continues to meet twice monthly via Zoom - it has been suggested that they meet in person on the back deck.

Author Talks - there will be 2 in June.

WLS Update:

Ann is continuing the process to apply for the E-Rate Program, a federal program which would reimburse up to 60 percent of BFL's IT costs. She is working with a consultant. The plan is to update the internet, firewall and cabling throughout the Library in order to provide the best communication capabilities to the patrons.

Adjournment: The meeting was adjourned at 9:00pm.