

## **Mount Kisco Public Library Board of Trustees**

**Meeting: January 25, 2024**

Present: Maria Ciccone, Sandra Birnbaum, Heather Bryant, Jill Resnick, and Barbara Steckel

Others present: Joyce Reed, Luke Powell, Theresa Flora, Angie Guerra, Liza Graziadei (via Zoom at 6:55)

### **Opening of Meeting**

Motion to open the meeting by Trustee Birnbaum, seconded by Trustee Steckel. All in favor.  
Meeting opened at 6:39 pm.

### **Approval of December Minutes**

Motion to approve the minutes was made by Trustee Resnick and seconded by Trustee Birnbaum. Motion was unanimously approved by members present.

### **President's Report**

- Committees—personnel, planning, marketing, and fundraising. Utilising these more fully and rethinking the marketing committee.

### **Voting Items**

- Motion to appoint Joyce Reed as a Board Member to fill a one year term that was set to expire December 31, 2025 by Trustee Bryant. Seconded by Trustee Resnick. All in favor.
- Motion to appoint Luke Powell as a Board Member to fill one year of an unexpired term by Trustee Steckel. Seconded by Trustee Birnbaum. All in favor.
- Motion to appoint the slate of officers as follows:
  - o Maria Ciccone to the Office of President
  - o Heather Bryant to the Office of Vice President
  - o Office of Secretary was tabled until February—Trustee Bryant will continue to take minutes until replaced
  - o Sandra Birnbaum to the Office of Treasurer

was made by Trustee Resnick and seconded by Trustee Steckel. Motion was approved.

- Budget submission—Motion to approve the 2024-2025 budget request to the village submitted by Business Manager was made by Trustee Bryant. Seconded by Trustee Birnbaum. All in favor.

### **Committee Reports**

- Fundraising—given by Trustee Steckel from the Friends meeting on January 17th. The 501 (c)(3) has been renewed. The Friends group will work towards a membership drive. The Friends have agreed to sponsor the Museum passes. Botanical tower to be suggested by the head of Youth Services, Linda Surovich, as another project for the Friends. The Board will take a look at Teen Librarian Roseanne's proposal for the teen room and see what can be met.

## **Board Treasurer's Report**

Presented by Trustee Birnbaum. Trustee Steckel made a motion to approve the report and seconded by Trustee Resnick. All in favor.

## **Library Financial Report**

Presented by Lisa Graziadei. Trustee Birnbaum made a motion to approve the report and seconded by Trustee Steckel. All in favor.

## **New Business**

- Director Search— Trustee Resnick presented her hiring process document detailing various steps and deadlines. The discussion of candidates will move to Executive Session.
- Email protocols—Trustee Resnick proposed keeping emails to one item with a clear subject to make searching easier. Lisa will ask Logically to give some tutorials to both Board and staff for Outlook transition.
- Changes to appointment policy—Trustee Birnbaum will write up a proposal for appointing Board members. Trustee Steckel to contact Village Clerk about policy for sitting on multiple town Boards.
- Possible change to how many people are in the building in extenuating circumstances. Going back to the head of Adult Services, Martha Iwan, with questions.

## **Old Business**

- Old business moved to next meeting.

## **Public Comment**

The public comment section was opened by Trustee Ciccone. No comments were submitted.

## **Executive Session**

Executive Session was entered to discuss confidential personnel matters. Trustee Steckel motioned to open executive session. Seconded by Trustee Birnbaum and approved unanimously, with adjournment at 9:32.

## **Adjournment**

A motion to adjourn was made by Trustee Steckel, seconded by Trustee Resnick and was approved unanimously, with adjournment at 9:33 pm.

Respectfully Submitted,

Heather Bryant

Secretary (2023-2024)