



Board of Trustees Monthly Meeting

October 22, 2024

Present: Heather Bryant, Jill Resnick, Joyce Reed, Sandra Birnbaum, Luke Powell
Others Present: Library Director Jennifer Brown
Absent: Barbara Steckel

Opening of Meeting:

- Trustee Bryant called the meeting to order.
- Meeting opened at 6:40 pm.

Approval of July Minutes:

- Motion to accept the minutes as corrected was made by Trustee Resnick and seconded by Trustee Reed.
- Motion was unanimously approved by Trustees Bryant, Resnick, Reed, and Powell. Trustee Birnbaum abstained as they were absent from the Trustee meeting on 9/3/2024

President's Report:

- Presented by President Bryant
- Discussion regarding complaint lodged to town by Mark Farrell. Trustees will draft a library naming policy.
- Holiday party will be Wednesday December 18th between 12pm and 2pm at Lexington Square Café
- Director Meet and greet: December 11th from 5:30 pm – 7 pm in the Library Lobby
 - Purpose: Meet Director Brown, learn about the library, learn how you can support the library, and what the library can do for you

Director's Report:

- Presented by Library Director Brown
- Website: The library website went temporarily offline when we discovered our domain name expired. Various problems were discovered. Recommended that the board accept the quote presented by RockWeb Systems Inc. to repair and upgrade the website.
- Personnel: Cheryl Ciaramella has accepted the position of Senior Library Clerk, Technical Services
- New York Construction Aid Grant: The Mount Kisco Public Library has been notified that it will receive a grant to expand the geothermal system and replace the front doors
- Meeting Room Policy: There have been various issues with outside groups using our meeting room. We must ask all outside groups to abide by the written Meeting Room Policy.
- Building Name Request: A request was made to the Town Board of Trustees by a constituent that the library provide more information about the library in the form of a plaque.
- Early Voting: The library will host early voting Saturday, October 26, 2024 through Sunday, November 3, 2024

Committee Reports:

- Fundraising Committee
 - Book Sale: Preparation for next year. Reserve a 3 week period to conduct the sale.
- Friends of the Mount Kisco Public Library Committee
 - Preparation for the spelling bee. How is the event being promoted?
- Onboarding Committee
 - Final meeting. Will sunset and transition into Strategic Planning.
- Strategic Planning Committee
 - Will begin to formulate priorities for the library and plan to begin implementation in January.

Board Treasurers Report:

- Presented by Treasurer Birnbaum
 - Discussion of reoccurring budget items
- Motion to accept the Treasurers report was made by Trustee Bryant and seconded by Trustee Powell
- Motion was unanimously approved by members present

Library Financial Report:

- Motion to accept the Library Financial Report was made by Trustee Powell and seconded by Trustee Reed.
- Motion was unanimously approved by members present.

New Business:

- WLS Information Technology Service Level Agreement: The Board must vote to allow the Library Director to sign the WLS IT Service Level Agreement

Old Business:

- Library Director Contract
 - Trustees Bryant and Powell reviewed the sample agreement provided by the town. Changes will be made to better suit the Library Board's needs.

Voting Items:

- Motion to acknowledge Cheryl Ciaramella appointment to Senior Library Clerk, Technical Services was made by Trustee Resnick and seconded by Trustee Bryant
 - Motion was unanimously approved by members present.
- Motion to approve Director to sign the WLS Information Technology Service Level Agreement was made by Trustee Bryant and seconded by Trustee Reed.
 - Motion was unanimously approved by members present.
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Public Comment:

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

Executive Session

- Motion to enter executive session was made by Trustee Bryant and seconded by Trustee Resnick.
- Motion was unanimously approved. Entered executive session at 9:04 pm.

- Motion to exit executive session was made by Trustee Bryant and seconded by Trustee Resnick.
- Motion was unanimously approved. Existed executive session at 9:38

Adjournment:

- Motion to adjourn was made by Trustee Reed and seconded by Trustee Powell.
- Motion was unanimously approved by members present.
- Meeting closed at 9:39 pm

Respectfully submitted,

Luke Powell
Secretary, Trustee
Mount Kisco Public Library Board of Trustees