

Mount Kisco Public Library Board of Trustees

Meeting: 19 March, 2024

Present: Maria Ciccone, Sandra Birnbaum, Heather Bryant, Barbara Steckel, Luke Powell, Jill Resnick, Joyce Reed

Others Present: N/A

Absent: N/A

Opening of Meeting

Motion to open the meeting by Trustee Reed, seconded by Trustee Birnbaum. All in favor.

Meeting opened at 6:40 pm

Approval of February Minutes

Motion to approve the minutes was made by Trustee Ciccone and seconded by Trustee Powell.

Motion was unanimously approved by members present.

President's Report

Presented by Trustee Ciccone and accepted unanimously by all present

- New Director - April 3-5: Director Brown out to Library Conference, Board Packet will be supplied by Director, Meet and Greet – Informal Breakfast and Dinner, Trustee Bryant will check on office for new Director.

Voting Items

- Motion to appoint Jennifer Brown provisionally as Library Director until she can take and pass the Civil Service exam for the Library Director II position. Her start date will be March 25th, 2024. Motion by Trustee Bryant, Seconded by Trustee Resnick. All in Favor.

Committee Reports

- Personnel Committee – Need to close out other library candidates,
- Friends of MKPL Report – Met the second week of the Month, 3/13. Trustee Reed will accompany Trustee Steckel to the next meeting.
 - Purchased ~\$1,200 of museum passes,
 - Intrepid, Empire State Pass, Stamford Museum, the Stone Barns, Hudson River Museum, Stamford Museum and Nature Center, Bruce Museum, Children's Museum of Westchester
 - Botanical Tower – Stationed in the Lobby near the Doghouse, Lynn waiting for planting medium, Planting Party, K-12 Lesson Plans
 - Request for Seeds – Request for Seed Library
 - Purchased Tote Bags and Bookmarks – Bookmarks out front.
 - Want to meet Jennifer – Jennifer should start going to meetings, FoMKPL should invite.
 - Representative of FoMKPL at meetings – Trustee Steckel will invite FoMKPL to the next BoT meeting.
 - Book Sale – Collaboration between FoMKPL + BoT? Put on April Agenda (Funding)
 - Thank you letter to Friends – Purchase of Tower and Museum Passes

- Publicize gifts? Lisa should publicize on social media.
- Reading Room – Purchase table and 8-10 chairs of moderate comfort, shelves will be removed.

Board Treasurers Report

Presented by Trustee Birnbaum. Trustee Bryant made a motion to approve the report. Seconded by Trustee Steckel

Library Financial Report

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

New Business

- Committees – Placement of Board Members on Committees (President Ciccone)
 - Fundraising – Responsible for any activities that raise funds for the Board. Funds will most often be used for the library.
 - Trustees Bryant, Reed, Powell, Steckel
 - Personnel - The BoT is the Hiring Authority for the Library, even though the Board only directly hires and appoints the Library Director. The Board also votes to appoint all Full Time Library Staff
 - Trustees Birnbaum, Reed
 - Marketing/PR - Assists the Library publicize information about programs, events, and general information about the collections and library.
 - Temporary pause on committee
 - Planning - Strategic Planning and helping the Library Director come up with a Strategic or Long-Range Plan for the Library. The current plan is out of date and needs to be looked at with a fresh eye for either an update or overhaul.
 - Trustees Bryant, Reed, Birnbaum
 - Onboarding: (New and Temporary) – Committee will work closely with the Library Director as they start their tenure at MKPL. Members will be responsible for meeting with the Library Director at regular intervals to discuss the short term and long term goals the board has set. The committee will also develop an evaluation framework to be used at meetings. The committee will report back to the rest of the Board, so that an ongoing evaluation process can take place.
 - Trustees Resnick, Steckel, Bryant

Old Business

- Library State Report
 - 90% done, will be finished soon and presented with the new director.
- Board Priorities for Director
 - Board has identified 30-, 60-, and 90-day goals and deliverables for Director Brown

Public Comment

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

Adjournment

A motion to adjourn was made by Trustee Bryant, seconded by Trustee Birnbaum and was approved unanimously, with adjournment at 9:09 pm.

Respectfully submitted.

Luke Powell
Secretary