

Mount Kisco Public Library Board of Trustees

Meeting: 25 April, 2024

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

Opening of Meeting:

~Motion to open the meeting by Trustee Bryant, seconded by Trustee Steckel.
~Motion was unanimously approved by members present.
~Meeting opened at 6:45 pm.

Approval of March Minutes:

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

President's Report:

Presented by Trustee Ciccone

- May 8th – Records Retention Day – Library will be closed.
- Mayoral Meeting – Mayor asked if a police officer would be necessary at meetings to discuss safety. The board declined at this time.
 - Director is tracking frequency and type of incident requiring first responders.

Director's Report:

Presented by Library Director Brown

- Meeting with Village Manager – Ducts will be cleaned. Need to be done by 5/31. Will be done during regular business hours. The library could be closed during this time (4-6 days). May need to erect scaffolding due to OSHA rules.
 - Extra space outside the library for work, book drop. Can services be offered before the library is closed?
- Department Head Meeting
 - Social Media Handling
 - Work schedules - last week May to first week of June: schedules will change to work 5 days a week. Will help with coverage issues.
 - Budget Updates – Never given frequent budget reports.
 - Communication
- Public Library Association – Positive experience: “How to Say the Hard Things” – How to tell the public difficult news, “Embrace Flexibility” – Helps with scheduling.
- Decreased Circulation – Buoyed by fiction in 2022-23, decreased in 2023-24. Concerns that MKPL needs to order books from other libraries to meet demand.
 - Lack of consideration for “weeding” should be done consistently, over a period. Not all at once. Should be monthly.

Voting Items:

- No Items were voted upon during this session.

Committee Reports:

- Onboarding Committee Report
 - Motion to reimburse tickets purchased by Library Director Bryant Chamber of Commerce Honors Dinner was made by Trustee Bryant and seconded by Trustee Steckel at \$350 for two tickets.
Motion was unanimously approved.
 - National Library Week April 7-13: Board needs to recognize the occasion and thank the staff.
 - Trustee Bryant will draft an email.
- Friends of the MKPL Report
 - Some museum passes have been received, others have not – Will make sure they are ordered.
 - Bookmarks
 - Increase membership of Friends of the MKPL
 - Fundraiser Ideas Trivia Night, Adult Spelling Bee, Book Sale (Date will be voted on next month)
 - Need a secretary. Benefits of being FotMPL?
 - Priorities: Tripp Reading Room, Botanical Tower, Museum Passes
 - Contribution of the Board toward the Tripp Reading Room - % contribution must be decided.
 - Invitation of the Friends to Board Meetings

Board Treasurers Report:

~Presented by Trustee Ciccone.

~Motion to approve the Board Treasurers Report was made by Trustee Powell and seconded by Trustee Reed.

~Motion was unanimously approved by members present.

Library Financial Report:

~Motion to approve the Library Financial Report was made by Trustee Resnick and seconded by Trustee Bryant.

~Motion was unanimously approved by members present.

New Business:

~Motion to enter Executive Session regarding an individual's employment status was made by Trustee Resnick and seconded by Trustee Bryant

~Motion was unanimously approved by members present.

~Executive Session entered at 8:09 pm

~Executive Session exited at 9:29 pm

Old Business:

- Library State Report Update
 - Finished and submitted and accepted by WLS on 4/24.
 - Must be voted on and accepted by Library Board. Will be voted on in the next session.

Public Comment:

~The public comment section was opened by Trustee Powell.

~No comments were submitted.

Adjournment:

~Motion to adjourn was made by Trustee Resnick and seconded by Trustee Bryant

~Motion was unanimously approved by members present.

~Meeting closed at 9:30 pm

Respectfully submitted.

Luke Powell

Secretary, Trustee

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