

Minutes of the Meeting of the Board of Trustees of the Scarsdale Public Library
March 11, 2019
Wayside Cottage

A meeting of the Board of Trustees of the Scarsdale Public Library was held at 7:30 pm on March 11, 2019 at Wayside Cottage. The following participants were in attendance: Diane Greenwald, President; Elyse Klayman, Vice President; Margot Milberg, Treasurer; Felicia Block, Secretary; Deb Morel, Trustee, Alan Bey, Trustee, Gary Katz, Trustee; Beth Bermel, Library Director; Mona Longman, FOSL; Jane Veron, Village Trustee

The meeting was called to order at 7:38 pm.

Approval of Minutes: Upon a motion by Alan Bey, seconded by Gary Katz, the minutes of the February 11, 2019 meeting were unanimously approved.

Friends of the Scarsdale Library Report: Casino Night on Friday, March 8 was a big success. Mona Longman reported there were about 250 attendees and the FOSL netted over \$50,000 in revenues. The FOSL kept the expenses down by doing less decor since Fenway had recently been renovated. The Committee also had broader range of auction items and more sponsorships. FOSL is considering options for next year. Rather than a big gala event, they might do smaller events, i.e. Spelling Bee, Scrabble and crossword puzzles. FOSL is compiling the end of the fiscal year and doing the next audit. They are assuming it will be a smooth process.

Director's Report: Beth Bermel gave a few updates from the submitted report. Beth was accepted to the Harvard program and will be attending. Beth will be completing her self-assessment and it will be sent to the Board shortly.

The county-wide catalog switch is currently taking place this week. The library staff is handling this extremely well. As the flow at the library is relatively slow, the switch is relatively easier. We will be opening late on Thursday March 14 and we will be bringing in lunch for the staff. Diane Greenwald noted that it was great to see the information in Constant Contact, a pop-up box online, as well as in the local newspaper.

There was an issue that came up recently related to the use of the Village-owned Alternative School building for a Saturday program. While Beth requested, she was told that the Library could not have key or code. The staff confirmed the building use for the program date, however, when staff arrived, the building was not open. Unfortunately, when the building was opened by Scarsdale Police and Fire Department with the key in the lock box, the alarm went off. Beth is working with the Village Manager to provide better access to this building.

President's Report: Diane Greenwald is working with current board members on issues related to transition of leadership. She has updated a copy of board tasks by month, as has Beth. Next month we are beginning the process of setting goals for the next year. The process typically follows the format of the incoming President meeting with the Director. Diane distributed the goals created last year. It was noted that the board has stayed very close to these goals and completed many of the items tasked to various individuals and committees. The incoming President will meet with Beth in the coming weeks to craft the new goals. If anyone has input for next year, please email Beth directly.

Looking at the calendar, the Board reviewed several upcoming community events including the Scarsdale Bowl dinner. Several Board members will be attending the Celebrating Westchester Libraries Breakfast at Doral Arrowwood on April 5th.

We will be getting two new trustees as of May 1 and the Village is in the process of reviewing the applicants. Board members are encourage to continue to speak with community members that may be interested in this and other Village committee positions.

Building Committee: Niram, the general contractor for the library renovation project, currently is showing there is a delay on the project timeline. As this relates to cost, we have our consultants to work with the legal department throughout the process. We are monitoring and keeping track of the financials. It was noted that there are ways to add people later in the project to see if time can be made up. Overall progress is good and the committee is confident that Savin is on top of the project and current issues. Alan Bey asked about number of days a week that contractors can work. Diane noted that in conversations with Nancy, it is a possible solution to add not only people but days of work to the project, however, not at this point in the project. Gary Katz asked about how the current timeline might impact the opening date. As the public date we have given had built in time for the library staff to prep the new space and get ready, it does not feel at this point there is deep impact. Overall, the progress feels positive..

The project schedule is difficult to view as a whole, therefore, Savin has created a timeline summary for the Board. Diane noted it has already been amended.

The team reviewed the color palette for the furniture which includes warm colors with accent pops. Projected costs for furniture are between \$830-900K. We are looking to reduce the costs of the stacks with other possible shelving companies. If there are any additional questions, please send them to Diane and Beth.

Capital Campaign: The FOSL is doing a last push “to be part of the story.” It is the last chance for the community to purchase a paver. Friday there will be a paver ad in the Scarsdale Inquirer. Gary brought up how can we be of assistance to FOSL to enhance this message to the community. It was reiterated that the Board can not solicit, but the FOSL continues its work.

Communications Committee: Elyse Klayman noted the website is moving along and is very close to launch. Elyse wants to read all the pages through once more before a launch and Beth wanted the catalog change to happen and be completed before the launch. We are looking at late March to go live. Bryan wants to do the launch over a weekend evening so it is low impact for the patron. Elyse will share the link with the Board to get a preview.

Strategic Plan Committee: The working committee is Beth Bermel, Elyse Klayman, Margot Milberg, Diane Greenwald, Michelle Lichtenberg and Dara Gruenberg. It will eventually include members of the library staff. The group is currently thinking about consultants and what the FOSL and the SPL Board would like to get from the process. The committee is looking at five (5) firms and are sending them each a letter in the style of a Request for Proposal (RFP) with attachments including the prior Strategic Plan, Capital Campaign information, several items from Dattner, as well as some Bookmarks. Most of the firms are in New York and New Jersey, but one is in Minnesota with consultants based in the tri-state area. We hope to hear from all the firms by the end of March and in April they will be interviewed. It was noted that the letter outlines the details of the requested tasks. The hope is for the firm working with us to push our vision into a concrete strategic plan.

ACTION ITEMS

Action Item: Approval of Dates for 2019-2020 Library Board meetings.

Upon a motion of Deb Morel, seconded by Gary Katz, the motion was unanimously approved.

Action Item: Nominating Committee Proposal of 2019-2020 Officers

The slate was presented by the committee of Deb Morel, Gary Katz and Diane Greenwald:

President - Elyse Klayman

Vice President - Margot Milberg

Finance Office - Gary Katz

Secretary - Diane Greenwald

Upon a motion of Felicia Block to appoint the proposed slate, seconded by Alan Bey, the motion was unanimously approved.

Executive Session was entered at 9:12 pm.

Executive Session concluded at 9:57 pm.

An Ad hoc legal committee was appointed by Diane Greenwald to assist Beth Bermel with a current legal matter for the Library. The committee will include Margot Milberg, Deb Morel and Alan Bey.

The meeting was adjourned at 9:58 pm.

Respectfully Submitted by Felicia Block, Board Secretary