

Ardsley Public Library  
Board of Trustees Meeting  
July 28, 2022 at 7:30pm

- 1) Call to Order
- 2) Approval of Agenda for July 28, 2022
- 3) Approval of Minutes from June 23, 2022
- 4) Approval of Library Bills from July 2022
- 5) New Business:
  - a) Sexual Harassment Policy discussion
  - b) Long range plan discussion
  - c) Friends and Gifts Policy discussion
  - d) Director evaluation process discussion
  - e) State Annual Report discussion
  - f) Update on Library business from Angela
- 6) Update from Friends of the Library
- 7) Update from Village Trustees
- 8) Adjournment

Next Meeting: August 18, 2022

**Ardley Public Library (APL)  
Board of Trustees Meeting Minutes  
June 23, 2022**

**Present:** Matthew Gonzales (APL VP), Michael Wiskind (APL Treasurer), Valerie Lalli (Interim APL Secretary), Peter Keil, and Jaclyn Cavallini (APL Trustees), and Angela Groth (APL Director)

**Absent:** Stephanie Bonney (APL Pres.), Holly Halmo (APL Trustee), Joseph Coffey (Elmsford Village Liaison) and Nancy Kaboolian (Ardley Village Liaison)

1. Call to Order at 7:38 pm by Matthew Gonzales, APL VP, standing in for the APL President
2. **Opening Remarks**–None
3. **Approval of Minutes** from 5/26/2022–Motion by Michael Wiskind to approve the minutes as circulated, seconded by Jaclyn Cavallini and unanimously approved.
4. **Approval of the Agenda:** Jaclyn Cavallini motioned to approve agenda as circulated, seconded by Peter Keil, approval made by majority; Michael Wiskind abstained.
5. **Treasurer's Report:** Michael Wiskind motioned to have the June 2022 “bills paid as amended by and submitted on the abstract of June 22, 2022 by the Village Treasurer,” seconded by Jaclyn Cavallini, and unanimously approved to pay bills in the amount of \$5,187.65.
6. **President's Report**  
**Old Business**
  - a. The review of Angela Groth's self-evaluation is still pending given the extension granted to the end of June 2022. To facilitate the process of evaluation and review, Matthew Gonzales has committed to assisting Angela Groth with finalizing those details. In so doing, Matthew Gonzales also hopes to gain insights on the effectiveness of the current standard of evaluation. His goal is in implementing an evaluation process that is collaboratively sensitive to working ‘with’ the APL Director, not just ‘of’ the Director. He will be reporting back on perceptions and recommendations of such as given with the support and gratitude of the APL trustees present this evening.
  - b. Valerie Lalli reported the possibility of obtaining email accounts for library staff and the board of trustees through Weebly, our website host, by signing up for Google Workspace. A cost to the library is associated with this service and is being explored.  
**New Business**
  - a. Peter Keil has volunteered to research the history of the Ardsley Public Library in anticipation of its centennial in 2023. He will seek out the assistance of the Ardsley Historical Society and report back to the APL Board in an effort to help us outline an appropriate celebration/commemoration. Michael Wiskind has also offered to share any relevant historical information.
  - b. Matthew Gonzales is coordinating a meeting with Angela Groth and Terry Kirchner (Director of WLS) for the second week of July 2022 to discuss the strategic planning process and to gain assistance in establishing a concrete timeline for its roll out; Matthew Gonzales will be facilitating the process for the APL Board.
  - c. A committee of two, Jaclyn Cavallini and Valerie Lalli, were approved by Matthew Gonzales to begin the process of evaluating and formalizing a ‘Friends Policy’ (*Memorandum of Agreement*) for the APL in anticipation of the board meeting being attended by *Friends* President, Liz Mueller, in July 2022.
  - d. Valerie Lalli also recommended that the APL Board revisit and expand upon its ‘Gifts Policy.’ It was approved by Matthew Gonzales for Valerie Lalli to present a draft of this updated policy to the board at the next meeting.
  - e. As approved, the APL Board along with the Library Director will have a work session in July to discuss the updated policies being presented by Jaclyn Cavallini and Valerie Lalli.

7. **Director's Report**

- a. Circulation Statistics for May 2022: 5,624; Total intra-library loans, 1,553; sent, 548; received, 1,005; Overdrive Borrows, 944 (Audio Books 332; e-books, 578, and Magazines, 34); Hoopla, 108; Kanopy, 64; Wireless Users, 173; Curbside Pick-ups, 37; In-Person Visits, 3,398 for 24 days; 142 visitors per day.
- b. Programming continues for all ages with requests to continue ZOOM events for both children and adults, but especially asked for by our adult patrons. The latest program for our adult patrons is a two part wellness program.
- c. Also being explored by the teen/young adult librarian, Peggy Mechmann and Angela Groth is for some crafts programs to be presented that would appeal to both adults and teens.

8. **What's New @ the Library**

- a. The Children's department is hopping! Although the Summer Reading Club (SRC), *Oceans of Possibility*, has yet to officially start, children's librarian, Marianne Ripin, has hosted the first graders from Concord Road as well as the second graders from the Elmsford School. They all learned about the SRC, heard a book or two read aloud, and did a craft. Our visitors' crafts are decorating the Children's Room with the 2nd graders' banners and the 1st graders' fishes 'swimming' up the stairway.
- b. The SRC kickoff will take place next Thursday, June 30th at 5 pm.
- c. The Ardsley Village Ice Cream Social celebrating the end of school took place this afternoon at Pascone Park where the library was represented and was to set up a shark cardboard cutout photo booth prop to honor this year's SRC theme.
- d. We have finally ordered, received and processed a few dozen *PlayAways* and await a restocking of *Wonderbooks*, which have served to use up more of our book budget. The library is looking forward to promoting these new materials.

9. **Building Maintenance**

- a. The Ardsley DPW repaired the carpeting on the stairs leading up to the second floor of the library but sections of it have already peeled away. Alternatives for fixing the carpeting are being explored.

10. **Outside Maintenance:** No new updates

11. **Friends Report:** N/A

12. **Liaisons' Report:** N/A

13. **Visitor's Section:** None

14. **Additions to Agenda**

- a. Requests made for next board meeting by Matthew Gonzales and Jaclyn Cavallini to have Angela Groth share statistics regarding the specific daily number of visitors, as well as statistics regarding the types of material being borrowed.
- b. Clarification of policy regarding the rollover of vacation days for library employees still to be discussed at next meeting by Nancy Kaboolian.

15. Motion to adjourn at 8:47 pm by Michael Wiskind, seconded by Peter Keil.

16. Next meeting scheduled for July 28, 2022 at 7:30 pm at the library.

Respectfully Submitted,

Valerie Lalli, APL Board Secretary

7/08/2022

**ABSTRACT FOR ARDSLEY LIBRARY BOARD MEETING OF JULY 28, 2022**

<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
7/25/2022	ALARM SPECIALISTS INC	alarm monitoring	314.70
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7/19/2022	ARDSLEY GARDEN CLUB	plants	147.29
7/25/2022	BAKER & TAYLOR	books	301.12
7/25/2022	BAKER & TAYLOR	books	70.88
7/25/2022	BAKER & TAYLOR	books	58.41
7/25/2022	BAKER & TAYLOR	books	361.75
7/25/2022	BAKER & TAYLOR	books	85.42
7/25/2022	BAKER & TAYLOR	books	47.66
7/25/2022	BAKER & TAYLOR	books	26.21
7/25/2022	BAKER & TAYLOR	books	38.67
7/25/2022	BAKER & TAYLOR	books	25.50
7/25/2022	BAKER & TAYLOR	books	21.86
7/25/2022	BAKER & TAYLOR	books	14.71
7/25/2022	BAKER & TAYLOR	books	53.33
7/25/2022	BAKER & TAYLOR	books	67.55
7/25/2022	BAKER & TAYLOR	books	46.41
7/25/2022	BAKER & TAYLOR	books	87.91
7/25/2022	BAKER & TAYLOR	books	16.90
7/25/2022	BAKER & TAYLOR	books	280.44
7/25/2022	BAKER & TAYLOR	books	21.75
7/19/2022	CABLEVISION LIGHTPATH INC	phone service	150.22
7/25/2022	CON EDISON	gas service 6/9/22-7/11/22	37.50
7/19/2022	ENVIRO-MASTER SERVICES	sanitizing service	38.00
7/19/2022	ENVIRO-MASTER SERVICES	sanitizing service	38.00
7/19/2022	ENVIRO-MASTER SERVICES	sanitizing service	38.00
7/19/2022	ENVIRO-MASTER SERVICES	sanitizing service	38.00
7/25/2022	ENVIRO-MASTER SERVICES	sanitizing	38.00
7/19/2022	LJR SERVICES INC.	cleaning service	951.00
7/25/2022	Modern Marketing	library bags	265.76
7/15/2022	New York Power Authority	June Usage	1,341.97
7/19/2022	OFFICE DYNAMICS INC	copier contract	30.00

7/19/2022	PETTY CASH CHECKING	3 copies front door key	17.00
7/19/2022	QUENCH USA INC.	drinking water	55.52
7/19/2022	STAPLES CREDIT PLAN	supplies	156.03
7/19/2022	THE NEW YORK TIMES	subscription renewal	520.34
7/19/2022	Veolia Water NY Inc-VWW-RD1	water service	115.79
7/25/2022	Veolia Water NY Inc-VWW-RD1	water service	121.42
5/31/2022	Veolia Water NY Inc-VWW-RD1	Usage for 5-3 to 6-2	114.08
7/19/2022	WLS-IT	automation	24,049.19
7/19/2022	WLS-IT	automation	<u>1,429.68</u>
		<b>Total</b>	<b>31,948.67</b>

# **APL Gifts Policy** (revised 7/7/22)

The Ardsley Public Library (Library) acknowledges the great importance of gifts and donations to the Library's operations and to its future development. In order to encourage broad-based support for the Library while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission, the Board of Trustees of the Ardsley Public Library (Board) has adopted these guidelines:

All gifts, donations, endowments, or bequests are subject to acceptance by the Board or the Library Director. The Library Director is authorized to accept or decline all monetary and/or material\* gifts under \$5,000. The Board will accept or decline all monetary and/or material\* gifts over \$5,000.

Any monetary or material gifts\* made to the Library in an amount over \$100 will be accepted by the Library Director and/or the Board, and will be retained in the Village of Ardsley's Reserve Fund for the Ardsley Public Library to be used as specified within this policy.

Unrestricted monetary gifts will be used at the discretion of the Board and the Library Director in accordance with this gift policy and/or the Library's material selection policy.

All unrestricted material gifts\* may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them. Net proceeds of any sold material gifts will be used as specified within this policy.

Any restrictions on monetary or material gifts must be submitted in writing and approved by the Board. Restricted monetary gifts will be accepted on the condition that the specific use(s) requested is(are) consistent with the goals and objectives of the Library.

The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes. Any letter of acknowledgment for gifts received will not contain a statement of value for non-monetary gifts.

Library Staff and Trustees shall not accept gifts of any kind from a member of the public or vendors with a valuation exceeding \$75. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against the policy of the Village of Ardsley.

Approved by the Ardsley Public Library Board of Trustees on \_\_\_\_\_

\*Material gifts include but are not limited to such as books, magazines, audio-visual items, artwork, etc.

\*Table the question of how much (value) we're comfortable with our library director accepting without board approval until next board meeting

\*Do we need legal protections to solidify which donations we accept? IF we can accept donations? (Question for Terry and Nancy)

# APL Friends Policy (revised 7/7/22)

Memorandum of Understanding Between the Ardsley Public Library ('Library' hereto referring to the Library Director, Library Staff, and Library Board of Trustees) and the organization hereto designated as the Friends of the Ardsley Public Library.

1. The following will constitute an operating agreement between the Ardsley Public Library (*Library*) and the Friends of the Ardsley Public Library (*Friends*). It will stand until and unless it is modified by mutual agreement of the Friends and the Library.

2a. The Ardsley Public Library is a municipal library serving the Villages of Ardsley and Elmsford. The mission of the Library is to strive to serve the Ardsley and Elmsford communities by providing informational, recreational, and social connections for all ages.

2b. The Friends is a 501(c)3 organization, a volunteer group whose mission is "to enrich the total resources and facilities of the Ardsley Public Library; to create an awareness of the opportunities and cultural advantages made available by the library; to focus public attention on the needs of the library; and to raise funds to carry out these objectives."

3. The Library acknowledges that the Friends is an extremely worthwhile community organization which greatly benefits the Library. The Library acknowledges that the Friends is a legally distinct organization separate and apart from the Library, and that the Friends has its own Board, goals, and purposes.

4. As distinct and separate from the Library, neither the Friends as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Library.

5. In order to maintain open communication between the Library and the Friends, a liaison from the Ardsley Public Library Board of Trustees (Board) to the Friends will be appointed by the Board President. The Board will also invite a representative from the Friends to serve as a liaison to the Library.

6. The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library. This includes allowing the Friends and their non-voting representative/liaison a place on the Board's monthly meeting agenda.

7. The Friends agree to include the Library Director and the President (or their delegate) of the Board as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report. \*same language and reciprocal (see #5,6 inclusion-could that suffice without adding reciprocal language here?)

8. The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year, and as needed, to discuss with the Friends how their resources and support might help forward these initiatives.

9. The Library agrees to supply the Friends with a periodic "wishlist" throughout the year that indicates the anticipated needs for Friends support, or any items that might interest specific donors and assist the Friends in raising new funds.

10. As the Friends is an organization composed solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required by the Friends to perform any duty or take any action on behalf of the Friends, except that Library staff members may assist with Friends activities as authorized by the Library Director.

11. The Library agrees to provide public space for Friends promotional materials, as well as a webpage on the Library's website. The webpage will be maintained by the Friends with assistance, if necessary, from Library staff. All items will be subject to the Library Director's approval.

12. The Library agrees to provide the Friends with space in the Library for program and office needs subject to the approval of the Library Director.

13. The Friends agree to engage in advocacy efforts on behalf of the Library and to publicly support the Library and its policies.

14. The Friends agree that any and all monies raised will be spent exclusively for Library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. [Parties agree that money received by the Friends should be used to support the Library and that those funds should supplement and not supplant public funding.] \*We'll chat about this on July 28\*

15. The Friends agree that immediate Library needs will be discussed with the Library prior to any unrestricted funds from the Friends treasury being given to the endowment.

16. The Friends agree that the Library has the final say in accepting or declining any and all gifts made to the library as outlined in the Gifts Policy of the Ardsley Public Library.

17. The Friends are encouraged to engage in advocacy efforts on behalf of the Library with the guidance of the Library.

18. In the event that the Friends cease to conduct a membership meeting for more than a six month period or upon request of the Friends, the Library may take steps to form a new Friends organization which will receive all assets and materials of the inactive Friends.

Adopted by Mutual Agreement on \_\_\_\_\_  
by the Board of Trustees of the Ardsley Public Library and the Friends of the Ardsley Public Library



## Current Sexual Harassment Policy, APL Personnel Manual

“The Ardsley Public Library follows the sexual harassment policy of the Village of Ardsley. Refer to the Village of Ardsley policy manual.”

\* As noted at our last meeting, a digital link to the Ardsley Village Personnel Manual in PDF format (cannot find personnel manual on Village website) would be beneficial to current and future employees and trustees of the library.

## Update to Sexual Harassment Policy on Recommendation by Terry Kirchner and Angela Groth

On July 19, 2022, Gov. Kathy Hochul announced the launch of a statewide hotline for employees who believe they have been sexually harassed in the workplace. The New York State Division of Human Rights established this toll-free, confidential hotline for complainants of workplace sexual harassment. Employees can call the hotline and receive advice on their legal rights as applied to their specific circumstances from attorneys, who staff the hotline pro bono. **As of July 20, 2022, the hotline is operational from 9 a.m. to 5 p.m., and can be reached at 1-800-HARASS-3 (1-800-427-2773).**

Libraries are strongly encouraged to update their sexual harassment prevention policy to include this hotline.