

Ardsley Public Library
Board of Trustees Meeting
June 23, 2022

- 1) Call to Order
- 2) Approval of Agenda for June 23, 2022
- 3) Approval of Minutes from May 26, 2022
- 4) Approval of Library Bills from June 2022
- 5) New Business:
 - a) Long range plan discussion
 - b) Friends policy discussion
 - c) Library anniversary discussion
 - d) Director evaluation process discussion
 - e) Update on Library business from Angela
- 6) Update from Village Trustees
- 7) Adjournment

Next Meeting: July 28, 2022

ABSTRACT FOR THE ARDSLEY LIBRARY BOARD MEETING OF JUNE 23, 2022

PO Date	Vendor Name	Description	Amount
5/31/2022	BAKER & TAYLOR	books	10.12
5/31/2022	BAKER & TAYLOR	books	91.26
5/31/2022	BAKER & TAYLOR	books	20.39
5/31/2022	BAKER & TAYLOR	books	65.57
5/31/2022	BAKER & TAYLOR	books	190.53
5/31/2022	BAKER & TAYLOR	books	214.23
5/31/2022	BAKER & TAYLOR	books	350.04
5/31/2022	BAKER & TAYLOR	books	790.04
5/31/2022	BAKER & TAYLOR	books	160.81
5/31/2022	BAKER & TAYLOR	books	71.16
5/31/2022	BAKER & TAYLOR	books	135.90
5/31/2022	BAKER & TAYLOR	books	3.02
6/20/2022	BAKER & TAYLOR	books	21.86
6/20/2022	BAKER & TAYLOR	books	24.99
6/20/2022	BAKER & TAYLOR	books	23.28
5/31/2022	CABLEVISION LIGHTPATH INC	phone service	151.59
6/17/2022	CREATIVE PRODUCT SOURCE INC	supplies	266.57
6/17/2022	ENVIRO-MASTER SERVICES	sanitizing	38.00
6/17/2022	ENVIRO-MASTER SERVICES	paper towels and toilet paper	74.00
6/20/2022	ENVIRO-MASTER SERVICES	sanitizing	38.00
5/31/2022	ENVIRO-MASTER SERVICES	Weekly Sani Service	36.50
5/31/2022	ENVIRO-MASTER SERVICES	Weekly Sani Service	36.50
5/31/2022	ENVIRO-MASTER SERVICES	Weekly Sani Service	36.50
6/17/2022	LIBRARY JOURNAL	subscription renewal	157.99
6/17/2022	LJR SERVICES INC.	cleaning service	951.00
6/17/2022	OFFICE DYNAMICS INC	copier contract	30.00
6/17/2022	PUBLISHERS WEEKLY	subscription renewal	149.99
6/17/2022	QUENCH USA INC.	drinking water	55.52
5/31/2022	QUENCH USA INC.	drinking water	55.52
5/31/2022	Veolia Water NY Inc-VWW-RD1	Usage for 5-3 to 6-2	35.73
5/31/2022	WLS-IT	bar code labels	<u>47.27</u>
		TOTAL	4,333.88

**Ardley Public Library (APL)
Board of Trustees Meeting Minutes
May 26, 2022**

Present: Stephanie Bonney (APL Pres.), Matthew Gonzales (APL VP), Michael Wiskind (APL Treasurer), Peter Keil, Valerie Lalli, Jaclyn Cavallini, and Holly Halmo (APL Trustees), Angela Groth (APL Director) and Nancy Kaboolian (Ardley Village Liaison)

Absent: Joseph Coffey (Elmsford Village Liaison)

1. Call to Order by Stephanie Bonney: 7:53 pm
2. **Opening Remarks**—Acknowledgements with gratitude for Terry Kirchner, Executive Director of the Westchester Library System (WLS), meeting with the APL Board of Trustees on May 26, 2022 through invitation by Angela Groth and Matthew Gonzales as facilitator providing guidance and resources regarding the APL’s strategic planning initiatives.
3. **Approval of Minutes** from 4/28/2022—Motion by Michael Wiskind to approve the minutes as circulated, seconded by Matthew Gonzales and unanimously approved.
4. **Approval of the Agenda**—To be instituted starting June 2022
5. **Treasurer’s Report:** Michael Wiskind motioned to have the May 2022 “bills paid as submitted on abstract by the Village Treasurer,” seconded by Peter Keil, and unanimously approved by APL Board to pay bills in the amount of \$7,788.89.
6. **President’s Report**
Old Business
 - a. Designation of new APL Board Secretary to replace Lauren Hadi (resigned 05/2022)—Motion by Peter Keil to accept Valerie Lalli as interim Secretary to the APL Board of Trustees, seconded by Jaclyn Cavallini, and unanimously approved.
 - b. Designation of a new liaison to the Friends of the Ardley Public Library (*Friends*) to replace Rosemarie Marcus (resigned, 01/2022) and Lauren Hadi (resigned, 05/2022)—Motion by Michael Wiskind to accept Stephanie Bonney as interim liaison to the *Friends*, seconded by Holly Halmo, and unanimously approved.
 - c. As requested at the last meeting (4/28/22), new APL Trustees, Jaclyn Cavallini and Holly Halmo, have been given their APL Board email address facilitated by Angela Groth through the WLS. Angela Groth also has explored with Larry Tomasso, Village of Ardley, the possibility of securing email addresses for the APL Board through the Village if WLS can no longer support those email accounts.
 - d. As requested in March 2022, Angela Groth provided the APL Board with a written self-evaluation of her duties as library director, as well as a detailed job description of what the position entails at the April 28, 2022 APL Board meeting. Copies of these documents were given to each board member attending. In addition and in response to the ongoing challenges of directing a library through a pandemic, Angela Groth has devised and has begun to disseminate a survey to patrons of the library in order to garner feedback on library usage and patron expectations. A copy of this survey was also provided to the board members in April. The review of Angela Groth’s evaluation, therefore, is slated for the upcoming month as she requested an extension to finalize and further account on her survey results and the library’s Covid-19 response. The request by Angela Groth for an extension to submit her evaluation has been granted.
- New Business**
 - a. As communicated to Stephanie Bonney, the *Friends* have elected a new president and a three member executive board to begin their duties on June 1, 2022, the start of their fiscal year. The new President of the *Friends*, Liz Mueller, has committed to meeting with the APL Board of Trustees and will be attending the APL Board meeting in July 2022.
 - b. Request made by Angela Groth to permit a carryover of 10 vacation days to the next fiscal year; they are to be used no later than November 30, 2022 as indicated by the Village of Ardley Personnel Policy. Resolution to approve the carryover motioned by Matthew Gonzales, seconded by Jaclyn Cavallini, unanimously approved.

7. **Director's Report**
 - a. Circulation Statistics for April 2022: 4,376; Total intra-library loans, 1,667; sent, 646; received, 1,021; Overdrive, NA; Hoopla, 107; Curbside Pick-ups, 25; In-Person Visits, 3,106 for 25 days; 124 visitors per day.
 - b. Computer issues linked to the WLS system continue to plague the day to day functioning of the library but library staff is managing and working around it.
 - c. Library clerk, Alex Fitz-Gibbon, requested a carryover of 9 vacation days to the next fiscal year; they are to be used no later than November 30, 2022 as indicated by the Village of Ardsley Personnel Policy.

8. **What's New @ the Library**
 - a. A new supply of at-home Covid-19 tests was received, and are yet again being made available to library patrons and the public from the villages of Ardsley and Elmsford.
 - b. An additional part-time clerk has been hired, university student, Emma Michelini, effective May 25, 2022.
 - c. The library will be open for the Juneteenth holiday, Monday, June 20, 2022.
 - d. The children's librarian, Marianne Ripin, has prepared the Story Walk for Pascone Park in celebration of and in preparation for Pride Day on Saturday, June 4, 2022.
 - e. Preparations for this year's Summer Reading Program, *Oceans of Possibilities*, are underway, and the Children's Room is being decorated for the summer events scheduled.
 - f. The library is scheduled for and welcoming Concord Road Elementary School first graders during the second week of June; they'll be visiting the Children's Room and getting their library cards. Elmsford Elementary School second graders have been invited for their field trip to the library and Angela Groth is awaiting confirmation.
 - g. Programs for both adults and children are continuing. Adult programs are still being conducted over Zoom while the *Bouncing Babies* program has returned to in-person.

9. **Building Maintenance**
 - a. The Ardsley DPW repaired the carpeting on the stairs leading up to the second floor of the library.

10. **Outside Maintenance**
 - a. Planted areas are growing nicely and along with the parking lots are being maintained by the Ardsley DPW; the garden beds are being planted and maintained by the Ardsley Garden Club under the direction of Linda Keil. Visitors are admiring and enjoying the efforts of our landscapers and gardeners.

11. **Friends Report:** see President's Report above

12. **Liaisons' Report**
 - a. Ardsley Village liaison, Nancy Kaboolian, will be clarifying and sharing with the APL Board the policy regarding employee vacation days.
 - b. Nancy Kaboolian also shared upcoming Village events slated for Memorial Day, Pride Month and Juneteenth, and a possible Ardsley Day celebration for September 2022.

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

14. **Additions to Agenda**
 - a. Requests made for next board meeting by Matthew Gonzales to continue discussion regarding APL long range plan and in establishing a timeline for evaluation, composition and implementation.
 - b. Clarification of policy regarding the rollover of vacation days for library employees to be discussed at next meeting.
 - c. As requested by Peter Keil, he would like to plan for a commemoration of the library's 50th anniversary, which was November 18, 2021. Follow-up regarding the 100th anniversary of the library to be shared by Michael Wiskind.

15. Meeting adjourned at 8:54 pm by Stephanie Bonney.

16. Next meeting scheduled for June 23, 2022 at 7:30 pm at the library.

Respectfully Submitted,
Valerie Lalli, APL Board Secretary
6/08/2022