

**Minutes of the Meeting of the Board of Trustees of the Scarsdale Public Library
November 4, 2019
Wayside Cottage**

A meeting of the Board of Trustees of the Scarsdale Public Library was held at 7:30 pm on Nov 4, 2019 at Wayside Cottage. The following participants were in attendance: Elyse Klayman, President; Margot Milberg, VP; Gary Katz, Financial Officer; Diane Greenwald, Secretary; Felicia Block; Trustee; Alan Bey, Trustee; Laura Liu, Trustee; Svati Shashank, Trustee; Beth Bermel, Library Director; Mona Longman, FOSL representative; and Jane Veron, Village Trustee Liaison; absent: Deb Morel, Trustee.

The meeting was called to order at 7:45 pm, starting 15 minutes late in order to celebrate Beth's 10-year anniversary as Library Director and present her with a gift from the Board and FOSL as a token of our appreciation. Thanks, Beth!

Approval of Minutes: With 3 small changes, motion was made by Svati and seconded by Felicia to approve the October meeting minutes, which were unanimously approved.

Friends' Report: Mona started with a thank you and expressed the unanimous appreciation of the FOSL for the strategic planning workshop; all considered it a great experience. Board members expressed agreement, that the unique opportunity to gather with both boards and with the professional staff was a valuable activity. Mona next reported that she has met with their accountant for their annual audit. Paperwork is nearly complete and they are filing soon, with FOSL Board approval. Mona said that because of the capital campaign, the last few years have required a full annual audit, but next year's fundraising might only require the FOSL conduct a review. The threshold for a 501c(3) to audit annually is \$500,000, which is based on new gifts, not cash flow. Discussions included how the FOSL fundraising in the future will compare to pre-campaign days. Mona wrapped up her report by reminding the Board that planning for the Spelling Bee, FOSL's fundraiser on Jan 31, is well underway and shared that several teams have already signed up. Discussions about the Bee revealed a great deal of enthusiasm, including the desire for a Library Board team – the TrustBees.

Director's Report: In addition to her informative written director's report, Beth added her excitement that new Assistant Director, Shira Ronis Barkoe, started today. Shira was able to attend the Strategic Planning Committee meeting early that day, and then Beth was able to introduce her to Village professionals. Beth described her plans for Shira's first weeks and Shira's experience that will inform several priority projects, such as a product that will be critical in the new space: a program will need to do three things: book a room, populate a calendar, and set up registration. It is hard to find one system that does all three well.

President's Report: Elyse began with a thank you to the FOSL and to Diane for working on the next issues of BookMarks, in her capacity as a volunteer graphic designer for FOSL. (Diane later acknowledged Elyse for her contributions as a writer and editor on the piece.) Elyse also thanked the FOSL for the upcoming Spelling Bee, which she noted is the talk all over town. Elyse thanked Margot for her hard work planning the successful strategic workshop held on Oct 22, noting that it was a very special experience that was well run. Elyse reminded the Board of an upcoming WLS breakfast on November 21st. The event features Rich Harwood, the President and Founder of the Harwood Institute, discussing the importance of community narratives.

Building Committee: Diane confirmed that the board had read the building committee email, finance memo and schedule sent a few days earlier and thanked the board for volunteering for the two subcommittees. She said now there are enough volunteers but that other board members can and should feel welcome if they want to participate. She explained an omission in the finance memo so added more detail about 2 of the change orders that have occurred in recent months. Beth and Diane apologized for the missing spreadsheet that they expected by this meeting, but expect to forward shortly. The board discussed the now fully used 5% contingency and of the project progress, which is about 2/3rds complete. The Board confirmed that money must be made available for the construction project, transferred from library surplus, and that those funds would remain library funds if not used. Board members expressed comfort to vote on a funding transfer. Gary made a motion; seconded by Alan, with all in favor to pass the resolution reading, "Transfer up to \$300,000 from the Library Fund Balance to the Library Capital Project Account." Project schedule was discussed and construction remains on time.

Strategic Planning Steering Committee: Margot asked for any reflections from the Board regarding the retreat. Felicia thought it was amazing to be with the staff and Friends in order to hear all the voices; she particularly appreciated the exercise to create a values hierarchy. Svati added that she thought Plan A did a good job capturing input from all, including quieter voices. Beth reported that Shira was impressed by the high-level of discussion. Margot reported that the committee met this morning. The group went through an updated SWOT analysis and the revised goals language, adding several tangible objectives to each. These will be used to create the strategic plan document. She mentioned that a group including Elyse, Ali Gordon and Aisha Bell are working on the vision statement language, which was discussed and will be reworked to include feedback. Margot discussed three roundtables that Plan A will be conducting for the following groups that complement their outreach thus far: 1) Teens and parents; 2) People with special needs; and 3) the business/working-from-home community. The board discussed details for running these meeting and Margot asked for input for gathering participants. Margot reported that Plan A brought a communications expert to the strategic planning steering meeting today who explained how she will be developing a communications plan, which is one of the required deliverables from Plan A. Other next steps for the process include the above-mentioned roundtables, creating a framework for the tactical and staffing plans and creating a final deliverable. Next steering plan meeting is Jan 10, in advance of the January board meeting.

Liaison reports and final discussions: Jane discussed the Village trustees' continued commitment to the project and discussed communication needs from the Library for the upcoming budget season. Beth reminded the board that her budget cycle work starts in earnest in December, which will dominate her focus. Beth also mentioned her questions and concerns about how a new approach to Village attorney services might impact the Library, both for access to and cost for legal services. Jane took note and will help investigate with Elyse and Beth.

Elyse asked if the board would be willing and able to move March board meeting from March 9 to 16. No one indicate any problems and some found it was better for them. Vote to change date will occur at December board meeting.

Meeting adjured at 9:08.

Respectfully Submitted by Diane Greenwald, Board Secretary