

YONKERS PUBLIC LIBRARY
BOARD MEETING
RIVERFRONT BRANCH
December 13, 2018

ATTENDANCE

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| TRUSTEES: | Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Derrick Touba Joseph Puglia Josephine Ilarraza John Saraceno |
| LIBRARY DIRECTOR: | Edward Falcone |
| DEPUTY DIRECTOR: | Susan Thaler |
| BUSINESS MANAGER: | Vivian Presedo |
| ADMINISTRATIVE SECRETARY: | James Hackett |
| WLS BOARD REPRESENTATIVE: | Tr. Puglia |
| UNION REPRESENTATIVE: | Rose Bannister, Clerk III |

The Board Meeting began at 7:05 p.m.

MINUTES

Tr. Maron asked that the following amendment be made to the Minutes of the Board Meeting of November 20, 2018 on page 3, line 7: "As part of the Foundation's annual appeal, through the end of 2018 commemorative plaques will be offered to those donating at or above the \$125 level."

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the amended Minutes of the Board Meeting of November 20, 2018.

MANAGEMENT REPORT

Director Falcone updated the Board on the Will façade project. Half of the building's windows will be replaced by the end of December and the remaining half by the end of January. The vestibule is nearly complete and the terracotta panels are being fabricated.

Director Falcone also updated the Board on the Will boiler project. The boiler project is nearly complete. Both boilers are functioning properly and are awaiting inspections. The piping and lighting are particularly improved.

Director Falcone informed Trustees that the Library received a \$5,000 grant from Con Edison to support an arts education project in the Riverfront Gallery.

Deputy Director Thaler discussed Yonkers BASICS, a Yonkers Public Schools initiative under the umbrella of the Yonkers Public Schools My Brother's Keeper program. Ms. Thaler stated she had attended several BASICS meetings and that plans were in the works to train Children's Services staff to share the BASICS with parents and caregivers.

Tr. Saraceno arrived at 7:14pm.

Deputy Director Thaler informed Trustees that the museum pass program is a very popular service and plans were being made to improve it.

Tr. Guzmán-Santana inquired about a meeting Deputy Director Thaler held with Rona Carr. Ms. Thaler explained Rona Carr provides human resources training and they discussed the possibility of public workshops aimed at retirees interested in returning to the workforce.

UNION REPRESENTATIVE'S REPORT - None**WLS REPORT** – None**PERSONNEL REPORT**

The Board acknowledged the following termination:

Sarah McAllister, Administrative Sec'y./Steno. \$73,459, eff. 11/30/18

COMMITTEE REPORTS

Finance, Budget & Planning - Guzmán-Santana, Saraceno, Jannetti

Tr. Jannetti and Business Manager Presedo led a discussion on the current procedure for approving and paying bills.

Employee Relations – Guzmán-Santana, Touba, Puglia

Buildings & Grounds –Guzmán-Santana, Maron, Saraceno, Ilarraza

Fundraising & Development – Guzmán-Santana, Maron, Jannetti

Tr. Maron reported that the Foundation for the Yonkers Public Library sent out its first annual appeal letter. Sunshade plaques are being fabricated and installation should be complete before the end of the first half of 2019. Tr. Maron also stated the Foundation discussed its goals for 2019 and a possible spring date for its annual gala.

Nomination of Officers – Touba

Tr. Touba reported that he has been in touch with other Board members and that nominations will be presented next month.

PAYMENT OF BILLS

Tr. Puglia inquired if difficulties had ever been experienced with the bill paying procedure. Tr. Guzmán-Santana stated that the current procedure was the result of past changes and no difficulties have been experienced recently. A short discussion about how the Board can improve its oversight took place.

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule 798.

UNFINISHED BUSINESS

Tr. Guzmán-Santana reminded Trustees to complete their self-evaluations and be prepared to discuss them at the next meeting.

Director Falcone reviewed his FY2020 operating budget proposal, which had been previously distributed (attached). The proposal included enhancements to service hours, programming, and building maintenance.

On motion of Tr. Saraceno, seconded and unanimously carried, the Board authorized Library management to submit the budget request to the City with the proposed additions.

On motion of Tr. Maron, seconded and unanimously carried, the Board authorized the inclusion of a salary raise up to 3% for Library management in the budget request.

NEW BUSINESS

The Board discussed initiatives for the first half of the 2019 calendar year, including the Virtual Reality (VR) program with Yonkers Public Schools, library cards for all Yonkers Public School students, the enhancement of homebound services, and an art incubator program.

The Board discussed circulation of the remaining copies of the 2017 Annual Report.

Tr. Guzmán-Santana advised Trustees that she would recirculate copies of the Board's by-laws and asked that they be prepared to discuss updates to them at the next meeting.

NEXT BOARD MEETING DATE – Thursday, January 24, 2019, 7:00 p.m., at Grinton I. Will.

EXECUTIVE SESSION

Tr. Puglia motioned to enter into Executive Session at 8:56 p.m.

The Board exited Executive Session at 9:25 p.m. With no further business to discuss, on motion of Tr. Ilarraza, seconded and unanimously carried, the meeting was adjourned at 9:27 p.m.

Edward Falcone
Library Director & Secretary

YPL OPERATING BUDGET 2019/20

To The Board:

Following up on our November discussion, here is Administration's recommendation for the FY2020 operating budget.

0101 SALARIES

Since the current labor contract expires on July 1st, there are technically no salary increases scheduled for represented staff next year. However, the contract calls for a final raise of 3% effective June 30th. Adding 3% to our current salary line amounts to approximately \$200,000. Adding a human resources professional (Clerk IV equivalent, \$90,000), two Young Adult Services librarians (@\$56,694 ea.) and a second Technology Training Coordinator (\$60,709) adds approximately **\$464,000** to this line. Note that for place-holding purposes, we included the three management salaries when calculating the 3% raises, but any raises for them need a board resolution.

0103 TEMP SERVICES

This is the line for part-time employees, including shelving pages. We are asking for these additions:
\$4,600 for mandated minimum wage increases.
\$9,340 for summer Sundays
\$13,750 for adding two hours of service on Friday evenings
\$11,588 for adding an hour of evening service to Riverfront
Total: **\$39,278**

0119 CONTRACTUAL SETTLEMENTS

This line funded the remaining 25% of the contract's retroactive settlement. There are no more retro payments, and this should reduce our budget by **(\$130,537)**

0150 TERMINATION PAY

This had been cut from \$50,000 to the current \$35,000, we are asking to have the extra **\$15,000** restored.

0198 OVERTIME

This line includes full-time custodial overtime and also Sunday pay for full-time staff. To support summer Sunday service, this line must increase by **\$39,806**

0301 OFFICE SUPPLIES

Expanding our homebound service will require additional supplies, we are asking for an extra **\$4,500**.

0409 MAINTENANCE & REPAIR OF BUILDINGS

This is a chronically-underfunded line, asking for an additional \$5,000.

0413 PROFESSIONAL SERVICES

We contract out for security services at Will. If we add summer Sundays and extra hours on Friday, we estimate an extra \$3,100 for security.

0496 PROGRAMMING

We want to ramp up our programming schedule by having outside facilitators supplement the work of YPL staff. Asking for \$20,000 to fund this line.

TOTAL DOLLAR INCREASE: \$460,147

TOTAL PERCENTAGE INCREASE: 4.7%