

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
SEPTEMBER 20, 2018

ATTENDANCE

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Joseph Puglia Josephine Ilarraza John Saraceno
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Brandon Neider, PC Tech I, Grinton I. Will Branch

The Board Meeting began at 7:00 p.m.

MINUTES

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of July 18, 2018.

MANAGEMENT REPORT

Director Falcone updated Board members on the Management Report. The contractor on the Will Façade project is behind schedule, and substantial completion is now expected in December. The material for the south-facing sun shades may be changed from terracotta to aluminum to take advantage of a

brighter color palette. YPL has just received 90% of 2017's grant award for this project, and will receive an additional \$140,595 from the 2018 round of state funding.

Director Falcone told Board members that the Will Boiler Project is now underway and should be completed by late October.

Director Falcone expressed disappointment that the first round of capital funding this year did not include the replacement of the Will elevator. There may be additional funding in the spring, and there is a chance that the elevator and other projects may get funded.

Director Falcone thanked Tr. Guzmán-Santana for her role in securing a generous donation of games and puzzles from a wholesaler in Queens. Deputy Director Thaler said that the items were used as prizes for the Library's Children's Summer programs as well as this past Saturday's Hispanic Heritage program and will be used and enjoyed for future programs as well.

Director Falcone informed the Board members that a visit from the U.S. State Department's delegation of Chinese library and museum administrators on July 23rd left them very impressed by our programs and services. He said that the Library staff did a great job participating in the tour.

Director Falcone told Board members that Tech Central is purchasing virtual reality equipment and software, and will be promoting VR programming in the near future. We are also reaching out to local schools to find ways to employ VR in their curriculum.

Director Falcone reported that the Summer Reading Buddies program at Riverfront had a total of 2,047 sessions.

Director Falcone advised Board members that he and Deputy Director Thaler met with local artists who were planning a city-wide quilting project called Yes, Yonkers! We plan to display parts of the finished project from panels created by members of the community.

Director Falcone and Deputy Director Thaler met with Haifa Bint-Kadi who mentioned recommending two new members to the Art Gallery Committee; Dr. Judith Burton and Thomas Lollar. Ms. Bint-Kadi is requesting a meeting of the Gallery Committee in October.

Director Falcone announced to Board members that on November 15, 2018, the Yonkers Public Library will be inducted into the Chamber of Commerce's Business Hall of Fame at their annual meeting at Castle Royale.

Director Falcone told Board members that the WLS Directors Association has recommended a new automation system for its member libraries, and it will be rolled out this spring.

UNION REPRESENTATIVE'S REPORT – Union Representative, Brandon Neider had nothing to report.

WLS REPORT – WLS Representative Tr. Joseph Puglia reported to Board members that the WLS Board would have their next meeting on September 25th. Agenda items would be the aforementioned NYS construction grants and automation system.

PERSONNEL REPORT

On motion of Tr. Maron, seconded and unanimously carried, the Board ratified the following appointments:

Sumaya Kashem, P/T Page, \$11.00/hr., effective 8/18/18

Natalie Aitkenhead, P/T Custodial Worker, \$11.00/hr., eff., 8/18/18

Summer Prassor, P/T Page, \$11.00/hr., effective 8/25/18

Shawn Alibocas, custodial Worker, \$41,999, effective 9/14/18

The Board acknowledged the following salary increase:

Edward Falcone, Library Director, \$165,000, effective 7/27/18

The Board acknowledged the following termination:

Indra Lal, P/T Page, \$11.00/hr., effective 7/21/18

The Board acknowledged the following transfer:

Mary Nowak, Clerk I, from Riverfront Library to Crestwood Branch, effective 9/4/18.

COMMITTEE REPORTS

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

Employee Relations – Guzmán-Santana, Touba, Puglia

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

Fundraising & Development – Guzmán-Santana, Maron, Jannetti

The Foundation Gala will be held on October 17, 2018. A mail campaign will be done at the end of this year.

Tr. Saraceno arrived at 8:00 p.m.

PAYMENT OF BILLS

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved payment of bills as listed on Schedules #794 and #795.

UNFINISHED BUSINESS

Deputy Director Thaler told Board members she did a walk-through of the Will Branch with YPD Detective Montalvo who made various recommendations. A visit at Crestwood will be scheduled. A revision to the handbook on emergency planning at the Library is underway.

NEW BUSINESS

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved the revised Policy on Alcoholic Beverages Served at Non-Library Events.

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved a request to serve alcohol at an upcoming program entitled A Tale Of Two Havanas (10/4) pending additional documentation.

On motion of Tr. Maron, seconded and unanimously carried, the Board approved to rescind the Gallery Curator Job Description.

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved to authorize the Board President to sign the Resolution on 2018 Public Library Construction Grant Assurances.

The Board agreed to reschedule November's Board meeting from Thursday, November 15th to Tuesday, November 20th at Grinton I. Will Branch.

NEXT BOARD MEETING DATE – Thursday, October 18, 2018, 7:00 p.m. at the Riverfront Library.

EXECUTIVE SESSION

Tr. Puglia motioned to enter into Executive Session at 8:51 p.m. to discuss the performance of a particular employee.

The Board exited Executive Session and adjourned at 9:55 upon a motion by Tr. Ilarraza.

Edward Falcone
Library Director & Secretary

SUBSTANCE ABUSE IN THE WORKPLACE

September 2003, September 2017

REVISED September 2018

Policy to Allow Alcoholic Beverages to be Served in the Library at Non-Library Events

Outside organizations, groups or individuals wishing to serve alcoholic beverages at events within the Library or on its grounds must obtain the approval of the Yonkers Public Library Board of Trustees. The service of alcohol in the Library is limited to fundraising events or programs of a cultural, civic or educational nature which are by invitation only and not open to the general public. Requests for approval must be submitted in writing at least 30 days prior to the event. In the request, the sponsoring organization, group and/or individual must specify what types of alcoholic beverages will be served and in what manner (bartender, self-serve, etc.), the purpose of the event and what arrangements they will make to assure that there is no misuse, abuse or overuse of the beverages. Requests should be sent to the Office of the Director. Such requests may be denied or approved at the sole discretion of the Yonkers Public Library Board of Trustees.

To the extent permits and/or licenses are required by law, the sponsoring organization, group and/or individual must obtain any such permits and/or licenses for the service and consumption of alcohol at the event as well as ensure compliance with any and all laws regarding the service and consumption of alcohol at the event. The Library may also require the sponsoring organization, group and/or individual to obtain general liability insurance, through a carrier and in amounts acceptable to the Library, reflecting the Library as an additional insured thereunder for the use of the Library's facilities and the service and consumption of alcohol thereon. The sponsoring organization, group and/or individual must also agree to indemnify, defend and hold the Library harmless from any claims, liabilities, suits, proceedings and actions, in any way related to the service and/or consumption of alcohol at the event.

The sponsoring organization, group and/or individual must supply the alcoholic beverages (i.e., no BYOB) and be responsible to make sure that no alcohol is served to anyone under the age of 21 or to anyone not invited to the event. The sponsoring organization, group and/or individual must provide oversight of the area. Attendees are prohibited from bringing outside alcoholic beverages to the event. The sponsoring organization must also ensure that all alcoholic beverages are consumed only in areas approved by the Library and that all beverages are removed from the Library premises at the conclusion of the event.

The Yonkers Public Library Board of Trustees reserves the right to withdraw its permission to serve alcoholic beverages at any time.

All other Library Policies shall apply to the use of Library property/facilities and must be adhered to by the sponsoring organization, group and/or individual. In any provision of this Policy conflicts with any provisions of federal state or local laws, the provisions of such laws shall prevail.

Approved by YPL Board of Trustees – 9/20/18

ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Yonkers Public Library at a legal meeting on **September 20, 2018.**

Signature of President, Library Board of Trustees: _____



Name of President (type or print): Anietra Guzmán-Santana