



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

<b>MEETING DATE:</b> JULY 13, 2021
<b>AGENDA ITEM SECTION:</b> RESOLUTIONS
<b>AGENDA ITEM NO. :</b> 6
<b>AGENDA ITEM:</b> RESOLUTION APPOINTING ALLEE MANNING AS YOUTH SERVICES LIBRARIAN 1, FOR 17 HOURS PER WEEK AT AN HOURLY RATE OF \$26.50/HOUR
<b>ITEM BACKUP DOCUMENTATION:</b> <ul style="list-style-type: none"><li>1. MEMORANDUM DATED 7/6/2021 FROM ELIZABETH HOBSON/LIBRARY DIRECTOR TO THE BOARD OF TRUSTEES</li><li>2. LIBRARY BOARD OF TRUSTEES MEETING MINUTES OF JUNE 17, 2021</li><li>3. DRAFT RESOLUTION</li></ul>

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3. DRAFT RESOLUTION



## Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

[www.dobbsferrylibrary.org](http://www.dobbsferrylibrary.org)

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### MEMORANDUM

TO: Dobbs Ferry Village Board of Trustees

FROM: Elizabeth Hobson, Library Director

DATE: July 6, 2021

RE: Resolution to confirm A. Manning as Youth Services Librarian 1 (part time)

The Dobbs Ferry Board of Trustees is requested to confirm the hiring of Allee Manning, MLS, to the Dobbs Ferry Public Library position of Youth Services Librarian 1, for 17 hours per week at an hourly rate of \$26.50/hour.

Ms. Manning was hired as a part time Youth Services Librarian 1 to serve the preteen and teen population of Dobbs Ferry. The Library Board of Trustees voted to confirm Ms. Manning at their June 17, 2021 Board Meeting – moved by J. Golde, seconded by M. Ghiorse. The Board voted unanimously to approve her appointment.

**LIBRARY BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING  
June 17, 2021 at 7:30 PM**

**AGENDA**

Meeting Called to Order 7:33

**Present:** J. Golde, A. Moss, L. Stutz, E. Hobson (Director), M. Ghiorse, M. McNamara (Friends) T. Gordon, A. Hendele, K. Koster, Jeff Chuta (Treasurer), Frank M (Deputy Treasurer)

**Absent:** N. Sullivan (Trustee Liaison) C. Torino, L. Barrett

**Approval of Minutes**

T.Gordon motions, A. Hendale seconds to approve the March minutes.

**PRESIDENT'S REPORT**

- The board won't meet until September, and will focus on committee work over the summer
- A. Moss spoke for the board to say how excited they were at the reopening of the library for in person visits

**FINANCE COMMITTEE**

- M. Ghiorse reported that the finance committee has been ensuring that they are taking all measures to be fiducially responsible through conversations with WLS and Dobbs Ferry Treasurer (and DFPL treasurer) Jeff Chuta. *Addresses Strategic Imperative on Financial Responsibility*
- J. Chuta made a report on the financial state of the library
  - The library may be at a ~\$75k surplus for 2020-2021 which if it holds could be put into fund balance
  - Surplus driven by projections for insurance and a full-time employee not used for the year
  - Recommendation to focus on ways to generate revenue (eg rentals, EZ Pass, Passports)
  - Employee costs and benefits drive expenditures
- M. Ghiorse we have a balance in a trust that needs to be memorialized and/or find documentation for usage so it can be put to use
- M. Ghiorse we also have funds in the Lam Estate to fund the Children's Books overhaul to renew and replace the collection. *Addresses Strategic Imperative on Curation*

**DIRECTOR'S REPORT**

- The library is reviewing proposals to rectify issues with the AC condensers
- Allee Manning the new teen librarian had a meet and greet and had 10 kids show up. E. Hobson let the board know this was a substantial turnout and was very pleased with it.
- E. Hobson has marketing materials for a marketing plan, and will work to pull it together and get it to the board by the end of June.
- A. Moss suggested looking into the registration procedures for events to make it easier to sign up and participate in in-person and online events.
- L. Barrett is acquiring a list of things that youth feel might be missing from the library. She spoke with Allee (Teen librarian), and was excited that Allee has reached

out to so many partners and teens in the area to start building the library's presence with them.

- T. Gordon suggested that any changes in DFPL Covid policy and masking policy should be directly tied to the DFPL safety plan.
- J. Golde suggested that the DFPL track in-kind donation of space and programs
- The board agreed with E. Hobson's rental of the meeting room to SPRING Community Partner's Summer Academy.

### **REPORT FROM THE FRIENDS OF THE DFPL**

- M. Mcnamara says Books sale was incredibly successful and plans to do it again in the Fall.

### **PERSONNEL SEARCH COMMITTEE**

- Continuing to work on final evaluation form for Elizabeth and make sure it reflects E. Hobson's updated job description.

### **POLICY & COMPLIANCE COMMITTEE**

- A. Hendale drafted a memo to the village to change and implement proposed revisions to the board by-laws on trustee terms.
- The board discussed the photography policy in light of library first amendment audits and making sure the library has a good working policy.

### **TRUSTEE SEARCH COMMITTEE**

- The search committee had 3 attendees

### **OTHER MATTERS**

- E. Hobson requested the board form a temporary building committee
  - M. Ghiorse volunteers, J. Golde volunteers to form building committee
- Accept resignations of Chris Torino and Kelly Robreno Koster due to moving out of state.
  - The board accepted both of their resignations.
- Vote to confirm Allee Manning as PT Youth Librarian
  - J. Golde moves to confirm Allee Manning as PT Youth Librarian, M. Ghiorse seconds, the board unanimously votes to approve.

### **Motion to enter executive session to discuss personnel matters 8:57**

### **Reports/Announcements**

- Next regular meeting is scheduled for September 23 at 7:30 pm; committee work to continue as needed during the summer
- Remaining board meeting dates for 2021 are as follows: 9/23, 10/21, 11/17, 12/15; all at 7:30 pm
- Friends Annual Meeting is scheduled for Saturday, June 19 at 7:00 pm. The Friends' immediate past president Vikki Jones will be honored for all her dedication over the decades, and we encourage all those who can attend to do so.

### **Adjournment 9:06**



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## **RESOLUTION OF THE VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES**

### **CONFIRMING THE HIRING OF A PART TIME YOUTH SERVICES LIBRARIAN BY THE DOBBS FERRY PUBLIC LIBRARY**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Dobbs Ferry hereby confirms the hiring of Allee Manning, Youth Services Librarian I, at the Dobbs Ferry Public Library, for 17 hours per week at an hourly rate of \$26.50/hour.