

**MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, December 21, 2006**

**7:15 pm**

Approved January 25, 2007

Present: George Hayward, Ginger Grant, Howard Jacobs, Mindy Leiterman, Estelle Palevsky, Susan Wolfert, Diana Juettner  
Eugenie Contrata, Marilyn Greiner

President Jacobs called the meeting to order at 7:20 pm.

Trustee Leiterman moved to approve the November 16, 2006 minutes as presented. Secretary/Treasurer Hayward seconded the motion and the minutes of November 16, 2006 were unanimously approved.

Secretary/Treasurer Hayward reported the bills from November 9, 2006 through December 13, 2006 in the amount of \$50,014.09 had been reviewed and were in order.

Secretary/Treasurer Hayward asked if the security firm, Securitas, would still be offering security service. Acting Library Director Contrata said Securitas would be continuing guard services in Town Hall and that she would be briefed by Gerald Byrne regarding security at Olympic Lane. The Multipurpose Center has a security system of its own so the Library will not need additional security there. Trustee Palevsky questioned the \$1,959 for Rosetta Stone. Acting Library Director Contrata said that was the annual fee for the program. Secretary/Treasurer Hayward moved that the Board accept the bills for payment. Trustee Palevsky seconded the motion and the bills were unanimously approved for payment.

Vice President Wolfert moved to approve the November 2006 Treasurer's Report. Trustee Palevsky seconded the motion and the November 2006 Treasurer's Report was unanimously approved.

**Library Administration Report**

Acting Library Director Contrata asked if the Library Board was satisfied with the Administration Report, and asked the Board members to let her know if there were other items they wanted or needed in future reports.

**Finance Committee**

Vice President and Finance Chair Wolfert reported that The Town Board unanimously passed the 2007 operating budget for the Town, which includes the Library Budget for 2007. The Library Budget was slightly reduced from the Library Board's original request.

**Building Committee**

*The Building Committee report included the following:*

- The construction bids were awarded by the Town Board.
- Gregory Chiapperino (Chip) of Triton Construction will be the onsite project manager. He will be moving in to the Library's conference room in January until an onsite construction trailer is available for him.
- At the end of December a schedule for the move to satellite locations is expected to be ready.

## **MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, December 21, 2006**

**7:15 pm**

Approved January 25, 2007

### **Foundation**

Acting Library Director Contrata reported she attended the Foundation meeting on December 14. She said the Foundation had a draft naming opportunity list and she will ask Foundation President Judy Chriss to share that with the Library Board. An information packet is being prepared. Acting Library Director Contrata said the Foundation had spoken of developing a model of the interior for fund raising purposes. She also told the Foundation that the Library Board was not yet focusing on the interior. The Foundation has stated a need to have the interior design developed in order to help the fund raising effort.

The Foundation spoke about whether naming gifts should be in perpetuity or not. She also suggested the Library and Foundation Boards meet to discuss naming opportunities. Trustee Grant asked if the gift policy needed to be amended to accept designated gifts. Acting Library Director Contrata will check but stated that the Library Board could reject donations. Trustee Leiterman will attend the next Foundation meeting to discuss naming opportunities.

### **Old Business**

- Secretary/Treasurer Hayward moved to approve the promotion of Karen Herouart to Librarian I at the corrected salary level. Trustee Leiterman seconded the motion and it was unanimously approved. Vice President Wolfert raised an objection to voting on employee promotions etc. in open session, not executive session. Trustee Grant said that votes on employee matters must take place in open session and that discussion regarding this employee previously took place in executive session.
- President Jacobs said that he had learned what the Westchester Library System (WLS) is proposing regarding the contract the Village of Elmsford had signed with the Ardsley Public Library through New York State Regent Harry Phillips who had been in contact with Janet Welsh from the New York State Department of Education. WLS has not informed its member libraries about the planned proposal. President Jacobs reported that the WLS Board had met after the public hearing on October 6 to decide how to respond to this issue. President Jacobs said that the WLS Board was planning to propose to Ardsley the 4 year contract for services with Elmsford be voided and the proceeds be distributed to all libraries based on use by Elmsford patrons. The Ardsley Library is not required to accept this proposal. WLS plans on insisting on this arrangement after the length of the contract signed between the Village of Elmsford and the Ardsley Public Library expires. There was discussion regarding the Library Board's response to the contract and the inaction of WLS.

## **MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, December 21, 2006**

**7:15 pm**

Approved January 25, 2007

- Library Administration will draft a formal resolution regarding implementation of Town Hall security procedures for a Library Board vote at the next Board meeting.
- Acting Library Director Contrata reported that InfoAnytime, a 24 hour reference service offered through Tutor.com was launched at 5:30 pm, December 21, 2006. The Greenburgh Library is the only library in Westchester County that offers this service. The home page of the website was distributed. Discussion took place and it was decided to change the logo for the 24 hour reference service.
- The home page of the new website was passed around for viewing. Discussion took place regarding the new website.

The proposed "snapshot" of the Library Board proposed for the website was discussed. Some changes were proposed. Secretary/Treasurer Hayward voted to approve the snapshot for placement on the website with the changes. Trustee Grant seconded the motion and it was unanimously approved.

### **New Business:**

- Holiday closing dates through May 28 were presented to the Board for vote. The Board requested Library Administration present the full year's holiday schedule for vote at the next Board meeting.
- The hours at the satellite locations were presented to the Board. Secretary/Treasurer Hayward voted to approve the hours at the satellite locations. Trustee Palevsky seconded the motion and the motion was unanimously approved. The hours at the satellite locations will be as follows:

Town Hall - Monday – Thursday - 9:00 am – 9:00 pm  
Friday – 11:00 am – 9:00 pm  
Saturday – 9:00 am – 5:00 pm  
Sunday – 1:00 pm – 5:00 pm

Olympic Lane - Monday – Thursday – 9:00 am – 5:00 pm  
Friday – 11:00 am – 5:00 pm

- Trustee Palevsky moved to increase part-time employee salaries by 3% beginning January 1, 2006. Treasurer/Secretary Hayward seconded the motion and it was unanimously approved.
- There was discussion regarding the location of future Library Board meetings. It was decided the Board would attempt to have the next meeting at the Multipurpose Center and the following meeting at Town Hall before a decision on a semi-permanent location was voted upon.

**MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, December 21, 2006**

**7:15 pm**

Approved January 25, 2007

President Jacobs suggested some local authors as good speakers for future programs. He suggested Bob Freelow, former Superintendent of Schools who has written a book. He also suggested trying to get Vernon Jordon who is a former resident of Greenburgh and Library patron, David Marcus, son of a former volunteer and a Hartsdale couple who have written about their travels throughout the world.

Vice President Wolfert moved to close the open session and go into Executive Session to hold a hearing regarding two patrons and their alleged violation of both the law and Library policy. Trustee Palevsky seconded the motion and the Library Board went into Executive Session at 9:00 pm.

Trustee Grant moved to close the Executive Session and move back into Open Session at 9:40 pm. Vice President Wolfert seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward moved to ban the 2 patrons from the Library until the order of protection banning them from the work place of Principal Library Clerk Patricia Bane executed by the District Attorney's office expired or a resolution of the case occurred, whichever is later. Trustee Palevsky seconded the motion and it was unanimously approved.

Trustee Palevsky moved the meeting be adjourned. Vice President Wolfert seconded the motion and the meeting was unanimously adjourned at 9:55 pm

The next Greenburgh Public Library Board meeting will take place on Thursday, January 25, 2006 at 7:15 pm, location to be determined.

Minutes prepared by Cory Deitchman.