



Library Board of Trustee Meeting Minutes Approved (12/17/09)

Meeting Date	December 1, 2009 (Re-scheduled from November 19, 2009)		
	Minutes Approval Date	December 17, 2009	
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Frank Musantry Tomas Saez Calvin Thomas Elizabeth Vickery Thomas McCarthy	<u>Library</u> Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
Not in Attendance:	George Hayward, Diana Juettner, Eugenie Contrata	Quorum Present?	Yes
Meeting Guests			
Meeting Objective	Regular Monthly Board Meeting (Rescheduled)		

Meeting Agenda

Opening Proceedings:		Comments
1	Public Meeting called to order at 7:15 PM by President, Frank Musantry	
2	Presentation from invited guests: There were no invited guests.	
3	Public Comments	
	There were no public comments.	
4	Vote to adopt previous month's minutes:	Motion by: Secretary/Treasurer Thomas Second by: Trustee McCarthy In Favor: Unanimous
5	Accomplishments since last meeting.	
a	<i>Tentative Budget Results</i>	
	President Musantry and Secretary/Treasurer Thomas attended a work session regarding the tentative budget. <ul style="list-style-type: none"> The Library Board handed out budget comparison detailing the differences in the 2009 actual budget, the 2010 library proposed budget and the 2010 Town tentative budget. Frank explained that the Town's budget includes using 100% of the appropriated fund balance of \$244,000, which includes \$58,000 that had not been transferred to the capital account of the Library. Supervisor Feiner said the Town's land auctions had not produced the expected revenue. The Library Board told the Town the Library would close up to an extra 104 days per year. It was explained that there was a \$50,000 interfund transfer moving money from the Library's appropriated funds to TDYCC, that has not been accounted for. 	
b	<i>Results of meeting with Edgemont Community Council</i>	

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	Trustee Vickery reported that the Community Council is upset with certain aspects of the new building such as the cracks in the sidewalk and the lack of glass panels in Teenburgh. Select attendees focused more on past grievances as opposed to creating dialogue with the Library Board in an effort to move forward. Some concern was expressed of a lack of educators on the Library Board. The Advocacy Committee will actively continue to reach out to other civic, religious and school associations during 2010.
c	<i>Results of Electrical Bill inquiry with NYPA</i>
	President Musantry said the delivery charge for electricity will be going up and is calculated by a simple factor. President Musantry said his calculation is always different than NYPAs calculation. He will be meeting with NYPA to discuss this.
d	<i>WLS Lending Libraries Meeting</i>
	No meeting took place. Tabled until next month.
e	<i>Strategic Plan</i>
	President Musantry sent out a high level process with some dates but this will be put off until perhaps March.
f	<i>Results of Press Releases</i>
	Trustee Vickery said that there were 22 confirmed press releases picked up by local media and that the Library's programs were up on online community calendars. Assistant Director Greiner said that Geoff Colquitt, the Part-time Program Coordinator has been doing a very effective job while working part time.
g	<i>Foundation Meeting</i>
	President Musantry said that the one group interested in putting in a café in the Library has backed out. The Foundation will re-visit the idea at a later date. President Musantry said the Books & Cooks event has raised enough funds to break even. Anything raised from now to the event will be profit for the Foundation. The Foundation is working on a donor recognition tree. They will present the idea to the Library Board when ready.
h	<i>Meeting with Mayor of Elmsford</i>
	President Musantry said no meeting occurred. He and Councilman Kevin Morgan are trying to arrange a meeting with the Mayor.
i	<i>Status of gaining "Official Library" status to Rangers, Knicks, Liberty.</i>
	President Musantry said this has been put off to a later date.
j	<i>Copier RFP</i>
	President Musantry said that there was a resolution to accept Office Dynamics proposal for copier service. It would cost the Library \$260 per month, with an allowance of 24,000 per year from the administrative and tech services copier/printers. Office Dynamics will receive all revenue and supply maintenance service and supplies. The Library will begin a conservation of paper program to ensure it doesn't exceed the 24,000 copy allowance.
k	<i>Unique Management – Patron education</i>
	The collection process will begin on January 3, 2010. The patrons have been notified, and it is stated on the receipts that the process will begin. Unique will send out the first letters on January 4. Marilyn will inform the Board of the total dollar amount Unique will be initially seeking, once that report is generated.
6	Accounts Payable Report: Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. October 16 – November 12, 2009, in the amount of \$1,077.54 from the capital account H.0108.030.1. October 16 – November 12, 2009, in the amount of \$49,278.78 from the operating account.

	<p>Secretary/Treasurer Thomas said the largest expenses were two months of electricity bills and the end of year materials purchases.</p> <p>The Capital account purchases were for the Program Coordinator’s computer, including the software.</p> <p>Motion by: Secretary/Treasurer Thomas</p> <p>Second by: Trustee Vickery</p> <p>In Favor: Unanimous</p>
<p>Reviews by Committee:</p>	
<p>7</p>	<p><i>Administrative Report</i> Presented by Library Director: Eugenie Contrata</p> <p>Assistant Director Greiner reported the following:</p> <ul style="list-style-type: none"> • The Children’s Library’s many programs have been well attended. • The outreach to the Latin population has been going well. • The Sirsi upgrade went relatively smoothly. • The Young Adult library has been seeing an increase in attendance, especially at programs. • The Library received three bids on the security system that were very dissimilar. The Library Board will meet with DPW and the police department to discuss issue specific requirements and put the bid out again so the security companies can bid on the same requirements. <p>Trustee Saez asked Administration to find out what the Town’s insurance policy covers in the Library, questioning whether it was worth purchasing a security system. He suggested possibly utilizing wireless cameras at strategic places in the Library along with motion sensors to ensure staff safety and monitoring of exits.</p>
<p>8</p>	<p><i>Finance Committee Report</i> Presented by Chair: Calvin Thomas</p> <p>Secretary/Treasurer Thomas said that the additional meetings with the Town Board did not seem to be accomplishing anything, that there was little feedback to the Library Board’s presentation.</p>
<p>9</p>	<p><i>Building Committee Report</i> Presented by Chair: Tomas Saez</p> <p>President Musantry said that he attended a walk through with Triton Construction Company and Beatty, Harvey, Coco (the architects). He reported the six inch gap in the railing by the emergency exit on the second level by the Children’s Library has been repaired. The leaks in the Children’s Library will be looked at by Triton. The leaks in the vestibule and main lobby appear to have been repaired but will be monitored. The area in the librarian’s office in the Technical Services area will be re-caulked to prevent drafts that now exist. Triton is working with the electrical contractor to install a light switch for certain lights which are on 24/7 and split the Staff Corridor from the Vestibule and Canopy area lights.</p>
<p>10</p>	<p><i>Policy & Bylaws Committee Report</i> There was no report given.</p>
<p>11</p>	<p><i>Personnel Committee Report</i> Presented by Chair: Thomas McCarthy</p> <p>Trustee Saez moved to approve the annual evaluation for Director Contrata. Trustee Vickery seconded the motion and it was unanimously approved.</p>
<p>12</p>	<p><i>Advocacy Committee Report</i> Presented by Chair: Elizabeth Vickery</p> <p>Trustee Vickery said a meeting with the Highview PTA was being planned. She will call Gary Mastrangelo to set up a meeting.</p>
<p>13</p>	<p><i>New Business Discussions</i></p>

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a	<p><i>Update on Jacobs Family Photography Exhibit and Contest</i></p> <p>It was reported the preliminary work for the contest was going well. A committee consisting of Director Contrata, Program Coordinator Colquitt, and Assistant to the Library Director Deitchman had been meeting with Howard Jacobs and Elliott Topp. Rules are being developed; two of the three judges for the contest have been selected. The publicity for the contest will be sent out in January, with submissions required between April 1 and April 12, 2009. The contest/exhibit will run from May 3 through June 17, 2009, with the reception and awards to be held on Sunday, May 16, 2009. The Jacobs family donated funds to hold an annual juried photography contest for 10 years through the Foundation. The Foundation will present to the Library Board a request to charge a \$5 fee for each accepted entry into the contest.</p>
b	<p><i>Personnel Committee to Review Staff Evaluation Procedure</i></p> <p>Trustee McCarthy said the current staff evaluations from the Town are not specific for library operations but the form is workable. While the form could be changed to fit more with libraries Trustee McCarthy said there is enough on the Board's plate and perhaps the Board should leave the form as is. President Musantry said the Mid-Hudson Library System has recently developed forms that focus more on library operations. The Personnel Committee will need to work on a new form in 2010 to ensure that the Library Director's performance evaluation is tied to library operations and functionality.</p>
c	<p><i>Request to Friends to support 2010 initiatives</i></p> <p>President Musantry said the Library was requesting support from the Friends for some 2010 initiatives. The Library was asking for support of:</p> <ul style="list-style-type: none"> • Tutor.com – approximately \$10,000 based on current usage • Programming - \$5,000 • Hospitality - \$1,000 to cover food & beverages for programs and special events • Update the Spanish Language Collection - \$10,000 • Flagpole – 25' to 35' - \$25,000 <p>The Friends are reviewing the request. In the past they have not wanted to sponsor items that are normally covered in the operating budget.</p>
d	<p><i>Environmental Plan for 2010 – use less paper</i></p> <p>The Library Board in conjunction with Library Administration is working on a cleaning plan to work in tandem with a schedule for turning off/on the lights as well as lowering temperature during non-operating hours in the Library. This would entail changing the schedule of the DPW cleaning crew in the Library. Commissioner Carosi is in agreement with a schedule change. Trustee Saez estimates a \$25,000 savings if the plan is instituted by January 1, 2010.</p>
e	<p><i>Contracts for Library Service</i></p> <p>There was discussion about the Village of Elmsford contract for library services with Ardsley, which calls for Elmsford to pay Ardsley \$258,000 per year for 45 years, renewable each year. Currently that is estimated to cost \$55 per resident of Elmsford. Contracting for library services by communities without their own library is governed by the WLS Free Direct Access Plan. There was discussion regarding other library's contracts for library service and GPLs options. Trustee Saez will review the Free Direct Access Plan and the Library Board will review Director Contrata's write up in preparation for a discussion at next month's Library Board meeting. The Greenburgh Library has already lost approximately \$1,000,000 from loss of this contract.</p>
f	<p><i>Velma K. Moore Award Nomination</i></p> <p>President Musantry recommended nominating former Library Board President Howard Jacobs for the Velma K. Moore Award. After discussion the Library Board agreed to nominate Howard Jacobs for the award. President Musantry will submit Howard as a nominee.</p>

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g	<p><i>Review Library Operational Hours for 2010</i></p> <p>A comparison of different scenarios regarding closing the Library for different hours and days in light of the impending budget cuts was reviewed. Significant cuts in the operating budget can only come from the part-time hour's line or the materials budget which has already been slashed and cannot be cut further. The only solution seemed to be to cut part-time hours with full-time staff doing more of the work currently performed by part-time staff. There must be communication plan put in place for the staff, the Town Council and the public. Geoff Colquitt will be instrumental in helping with this.</p> <p>Trustee Saez moved to alter the Library's hours effective January 4, 2009. The Library's current hours would remain the same on Monday, Tuesday, Wednesday and Saturday with the following changes to Thursday, Friday and Sunday. Trustee Saez moved to close the Library on Sundays, open the Library on Thursdays from 10:00 a.m. to 5:30 p.m. (the Library currently closes at 9:00 p.m. on Thursdays), and open the Library on Friday's from 10:00 a.m. to 5:30 p.m. (currently the Library opens at 11:00 a.m. on Friday's). Trustee McCarthy seconded the motion and it was unanimously approved.</p>
Resolutions:	
14a	<p>Resolution #1109 -1 Description: 2010 Holiday Schedule</p>
	<p>Motion by: Trustee Saez with changes (see attached) Second by: Secretary/Treasurer Thomas In Favor: Unanimous</p>
14b	<p>Resolution #1109 -2 Description: Resolve scheduling the Friends of Greenburgh Library Book Sale for October 2 and 3, 2010 with a preview night of Friday, October 1, 2010, from 5:30 p.m. to 9:00 p.m.</p>
	<p>Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous</p>
14c	<p>Resolution #1109 -3 Description: Resolve to approve annual step increase for Sandra Hile, Librarian I from Group IX, Step 5, to Group IX, Step 6, effective December 3, 2009.</p>
	<p>Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous</p>
14d	<p>Resolution #1109 -4 Description: Resolve to accept the proposal from Office Dynamics, Inc. of 5 West Cross Street, Hawthorne, NY 10532, dated September 8, 2009, to the Library's "Request for Copier Facilities Management", with negotiated changes.</p>
	<p>Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous</p>
	<p>Assistant Director Greiner handed out a report regarding the WLS budget shortfall. Discussion took place. WLS says they will maintain current levels of service.</p>

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Closing Proceedings:		
17	Executive Session – There was no executive session.	
18	Public Meeting adjourned at 9:14PM by President Musantry	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		