

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING

December 20, 2007

7:15 pm

Approved January 24, 2008

Present: George Hayward, Howard Jacobs, Thomas McCarthy, Estelle Palevsky, Susan Wolfert; Eugenie Contrata, Library Director, Marilyn Greiner, Acting Assistant Library Director

Visitors: Thelma Washington, Bob Reninger, Hal Samis

President Jacobs called the meeting to order at 7:15 p.m.

Mr. Reninger said the sidewalks by the construction site are in poor shape and were not being shoveled during snow storms.

Mr. Samis asked why the opening of the building had been pushed back if the construction was on schedule.

Vice President Wolfert moved the minutes from the November 29, 2007 meeting be accepted as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward said the bills had been reviewed and were in order. Secretary/Treasurer Hayward made a motion to approve the bills from November 15, 2007 through December 12, 2007 in the amount of \$14,478.15 for payment. Vice President Wolfert seconded the motion and it was unanimously approved.

Vice President Wolfert moved to approve the Treasurer's Report. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Library Administration Report

The Board discussed the grant received from the Bezos Family Foundation designated for early childhood literacy programs.

There was discussion about the new free, indexing software the Library is using to catalog newspaper clippings related to Greenburgh. Once the Library has more entries Administration will arrange for a demonstration to the Board.

Personnel Committee

The Personnel Committee said there were issues to discuss during Executive Session.

Finance Committee

Vice President Wolfert said the Town Board passed the Town Budget on December 19, 2007 and had reduced the Library's original budget request by \$155,000. A second cut of \$200,000 was also made by the Town Board. The Library Board will discuss the impact of these budget cuts on library staff in Executive Session.

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Building Committee

Trustee Palevsky said that Triton had informed her that the steel for the construction is scheduled to be completed by the end of January. The sheetrock is being installed on an ongoing basis in the original building. Trustee Palevsky said the construction remains on schedule and within budget.

New Business

Trustee Palevsky moved to approve the 2008 holiday schedule as presented. Vice President Wolfert seconded the motion and it was unanimously approved.

JANUARY 1, 2008 TO JANUARY 1, 2009

HOLIDAY	CLOSING DATE	CSEA CONTRACT REQUIREMENT	NOTE
New Year's Day	Tues. Jan. 1, 2008	Yes	
Martin Luther King	Mon. Jan. 21, 2008	Yes	
Lincoln's Birthday	Tues. Feb. 12, 2008	Yes	
President's Day	Mon. Feb. 18, 2008	Yes	
Good Friday	Fri. Mar. 21, 2008 close at 12:30	Yes	
Easter Sunday	Sun. Mar. 23, 2008	No	CSEA contract does not address regarding Library. Library Board has traditionally closed on this day.
Memorial Day	Mon. May 26, 2008	Yes	
Sundays from May 25, 2008 through Sun. Aug. 31, 2008	Sundays 1:00-5:00	No	
Independence Day	Fri. July 4, 2008	Yes	
Labor Day	Mon. Sept. 1, 2008	Yes	
NOTE: Expect to open on October 1, 2008 at 300 Tarrytown Road.			
Columbus Day	Mon. Oct. 13, 2008	Yes	
Election Day	Tues. Nov 4, 2008 Open 9:00 to 9:00	Yes, but Library staff work for compensatory time or money.	If operating out of 177 Hillside Ave, may request to close at request of Town Clerk's Office. Multipurpose Building is closed, GOL will not be open.
Veterans Day	Tues. Nov. 11, 2008	Yes	

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HOLIDAY	CLOSING DATE	CSEA CONTRACT REQUIREMENT	NOTE
Thanksgiving Eve	Wed. Nov. 26, 2008 close at 5:00	No	CSEA contract does not address regarding Library. Library Board has traditionally closed at 5:00 pm on this day.
Thanksgiving	Thurs. Nov. 27, 2008	Yes	
Day after Thanksgiving	Fri. Nov. 28, 2008 open 9:00 – 5:00	Yes, but Library staff work for compensatory time or money	If operating out of 177 Hillside Avenue, request Library is closed.
Christmas Eve	Wed. Dec. 24, 2008 Close at 12:30	Yes	
Christmas	Thurs. Dec. 25, 2008	Yes	
New Year's Eve	Wed. Dec. 31, 2008 close at 12:30	Yes	
New Year's Day	Thurs. Jan. 1, 2009	Yes	

Vice President Wolfert moved to close the Library for 2 hours, from 9:00 a.m. to 11:00 a.m. on Friday, January 18, 2007 for the Library Board/Staff breakfast. Trustee Palevsky seconded the motion and it was unanimously approved.

There was discussion about the fine schedule at the Library in relation to the other WLS libraries.

Trustee Palevsky moved to go into Executive Session to interview a candidate for the vacant Library Board Trustee position and to discuss personnel issues relating to the budget. Vice President Wolfert seconded the motion and it was unanimously approved at 7:45 p.m.

The candidate for the vacant Trustee position left the meeting after being interviewed. The Library Board remained in Executive Session to discuss personnel issues relating the budget.

Trustee Palevsky moved to close Executive Session. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

In open session there was discussion regarding how to cut the Library's operating budget in light of the Town Board's December 20th decision to lower the Library appropriation the additional \$200,000.

Trustee Palevsky moved the Library Board take the Cybermobile out of service, eliminate the Bookmobile Driver/Clerk position and Part-time Bus Driver positions, close the Library on Sundays, not fill the open Library Assistant position, cut the Library Page program, cut the budget for Part-time Library Clerks and Librarians, reduce the

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professional fees budget line and eliminate the requested projects budget line. These changes will take effect on January 1, 2008. Trustee McCarthy seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward moved to adjourn the meeting. Trustee McCarthy seconded the motion and it was unanimously approved.

The meeting was adjourned at 8:55 p.m.

Minutes transcribed by Cory Deitchman, Assistant to the Library Director.