



**Library Board of Trustee Meeting Minutes Approved**

Meeting Date	January 27, 2009		
	Minutes Approval Date	February 17, 2010	
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Lisa Dinon, David Griff, Frank Musantry. Tomas Saez, Elizabeth Vickery	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
<i>Not in Attendance:</i>	George Hayward, Calvin Thomas, Diana Juettner	<i>Quorum Present?</i>	Yes
Meeting Guests			
Meeting Objective	Regular Monthly Board Meeting		

**Meeting Agenda**

<b>Opening Proceedings:</b>		<b>Comments</b>
1	<i>Public Meeting called to order</i> at 7:15 PM by President, Frank Musantry	
2	<i>Presentation from invited guests:</i> There were no invited guests.	
3	<i>Public Comments</i> Speaker # 1 – Mr. Hal Samis	
4	<i>Vote to adopt previous month's minutes:</i>	Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous
5	Treasurer's Report Vote to adopt Treasurer's Report	Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous
6	Accounts Payable Report: Presented by Presented by President Musantry Review bills and authorize payment of this month's bills. December 10 – December 30, 2009, in the amount of \$23,142.27 from the operating account.  Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous	

<b>Resolutions:</b>							
<b>7</b>	<p><b>Resolution #0110-01 Description:</b>                      Vote to appoint officers of the Library Board of Trustees and divide the office of Secretary/Treasurer into two offices, Secretary and Treasurer.                      Dividing the office of Secretary/Treasurer into two offices was tabled for next month.</p>						
	<p>President of the Library Board of Trustees – Frank Musantry  <b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Griff</b>  <b>In Favor: Unanimous</b>  <b>Nomination accepted by President Musantry</b></p>						
	<p>Vice President of the Library Board of Trustees – Calvin Thomas  <b>Motion by: President Musantry</b>  <b>Second by: Trustee Saez</b>  <b>In Favor: Unanimous</b></p>						
	<p>Secretary/Treasurer of the Library Board of Trustees – Lisa Dinon  <b>Motion by: Trustee Saez</b>  <b>Second by: President Musantry</b>  <b>In Favor: Unanimous</b>  <b>Nomination accepted by Ms. Dinon</b></p>						
	<p><b>Resolution #0110 - 2 Description:</b>                      Vote on committee members of the Library Board of Trustees                      The following committee assignments were made:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <u>Policy Committee</u>                              Trustee Hayward, Chair                              Trustee Griff                         </td> <td style="width: 33%; vertical-align: top;"> <u>Building Committee</u>                              Trustee Saez, Chair                              President Musantry                         </td> <td style="width: 33%; vertical-align: top;"> <u>Finance Committee</u>                              Secretary/Treasurer Dinon                              Vice President Thomas                         </td> </tr> <tr> <td style="vertical-align: top;"> <u>Personnel Committee</u>                              Trustee Vickery, Chair                              Trustee Saez                              Vice President Thomas                         </td> <td style="vertical-align: top;"> <u>Advocacy Committee</u>                              Trustee Vickery, Chair                              Trustee Griff                         </td> <td></td> </tr> </table> <p>Liaison to the Greenburgh Public Library Foundation: Trustee Griff                      Liaison to the Friends of the Greenburgh Library: Secretary/Treasurer Dinon</p>	<u>Policy Committee</u> Trustee Hayward, Chair Trustee Griff	<u>Building Committee</u> Trustee Saez, Chair President Musantry	<u>Finance Committee</u> Secretary/Treasurer Dinon Vice President Thomas	<u>Personnel Committee</u> Trustee Vickery, Chair Trustee Saez Vice President Thomas	<u>Advocacy Committee</u> Trustee Vickery, Chair Trustee Griff	
<u>Policy Committee</u> Trustee Hayward, Chair Trustee Griff	<u>Building Committee</u> Trustee Saez, Chair President Musantry	<u>Finance Committee</u> Secretary/Treasurer Dinon Vice President Thomas					
<u>Personnel Committee</u> Trustee Vickery, Chair Trustee Saez Vice President Thomas	<u>Advocacy Committee</u> Trustee Vickery, Chair Trustee Griff						
	<p><b>Resolution #0110 - 3 Description:</b>                      Request for Administrative Leave by Library Employee, tabled for an executive session. After discussion of the request in executive session the Library Board decline to grant administrative leave.  <b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Vickery</b>  <b>In Favor: Unanimous</b></p>						
	<p><b>Resolution #0110 -4 Description:</b>                      Policy on Closing the Library due to temperature extremes.                      Tabled until February 2010.                      A meeting is planned between the Library Board, DPW, Mengler Contracting Inc. and Automated Control Logic to discuss HVAC situation. Administration will draft a statement to place on the Library's website stating the Library Board is aware of the temperature issue in the building and is pursuing a solution.</p>						

	<p><b>Resolution #0110 - 5 Description:</b>                  Patron Behavior Code                  Trustee Griff suggested under section D. Designated Areas, the use of the Children’s Library be restricted to children ages birth to 13, instead of 14 to be consistent with the Child Safety Policy and Patrons over 13 when materials suitable to their particular needs are not available in the adult areas of the Library, Section E. Examples of Prohibited Behavior, Indecent exposure sentence will be adjusted to eliminate repetitiveness, and Section F. Procedures the word expect will be changed to except. The policy is attached to the minutes.  <b>Motion by: Trustee Griff with changes</b>  <b>Second by: Trustee Saez</b>  <b>In Favor: Unanimous</b></p>
	<p><b>Resolution #0110 - 6 Description:</b>                  Child Safety in the Library Policy as presented  <b>Motion by: Trustee Griff</b>  <b>Second by: Secretary/Treasurer Dinon</b>  <b>In Favor: Unanimous</b></p>
	<p><b>Resolution #0110 - 7 Description:</b>                  Contract for Copier Contract – There was discussion regarding the copier contract and the Library’s need to reduce paper consumption in 2010.  <b>Motion by: Trustee Saez</b>  <b>Second by: Secretary/Treasurer Dinon</b>  <b>In Favor: Unanimous</b></p>
	<p><b>Resolution #0110 - 8 Description:</b>                  Annual Salary Increments for Part-time Employees  <b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Vickery</b>  <b>In Favor: Unanimous</b></p>
<p><b>Reviews by Committee:</b></p>	
<p>8a</p>	<p><b>Administrative Report</b>  <b>Presented by Library Director: Eugenie Contrata</b></p> <ul style="list-style-type: none"> <li>• Part-time staff hours in January 2010 compared to January 2009 demonstrated an increase in part-time staff hours. This is due to part-time staff being hired to fill in for the Library Clerk out due to injury. In addition, some part-time staff was not hired until the end of January 2009. February will be a more representative month in which to compare this years and last years part-time staff hours.</li> <li>• The children’s circulation desk will be open all afternoon on Saturdays to alleviate the rush at the lobby circulation desk.</li> <li>• The 2010 budget for WLS has been released. WLS has a decrease of 3 FTEs and an overall reduction of over 3 %.</li> <li>• The draft of the 2009 highlights/annual report was handed out.</li> <li>• Placing an e-mail option for patrons on the website to contact the Library is being worked on.</li> <li>• A test Google calendar for the Library’s activities is scheduled to be ready in one week.</li> </ul> <p>Trustee Griff commended Director Contrata and the Library staff for the excellent work they do.</p>
<p>8b</p>	<p><b>Personnel Committee Report</b>  <b>Presented by Chair: Elizabeth Vickery</b>                  President Musantry asked that the Personnel Committee work on changing the director’s evaluation to more reflect the work done as director of the library.</p>
<p>8c</p>	<p><b>Building Committee Report</b>  <b>Presented by Chair: Tomas Saez</b></p> <ul style="list-style-type: none"> <li>• Trustee Saez said that there was a resolution before the Town Board to pay the architect.</li> <li>• A meeting is planned for January 29, with DPW, Mengler Contracting Inc. and Automated Control Logic to discuss the HVAC situation and what additional measures might be taken to address the inadequate heating in the building and what cost might be associated with those measures. The HVAC system installed is in accordance with the specifications required in the original contract.</li> </ul>

8d	<p><b>Policy &amp; Bylaws Committee Report</b>  <b>Presented by Director Contrata</b></p> <ul style="list-style-type: none"> <li>Director Contrata will e-mail the Policy &amp; Bylaws Committee members the list of policies to be addressed in the coming months.</li> </ul>
8e	<p><b>Advocacy Committee Report</b>  <b>Presented by Chair: Elizabeth Vickery</b></p> <p>Trustee Vickery said she had a conversation with Richard Edelson of the Pinewood Gardens Civic Association to discuss his community's thoughts about the Library.</p> <ul style="list-style-type: none"> <li>Mr. Edelson asked if the Library's Multipurpose Room could be made available at a nominal fee for the Pinewood Gardens Civic Association's annual meeting.</li> <li>Mr. Edelson is the head of Greenburgh's CERT Team and he thought they could meet at the Library rather than Town Hall.</li> <li>Trustee Vickery said that Mr. Edelson would like to see more reminders about the Library, such as flyers under the door or perhaps e-mail notifications.</li> <li>He also wanted a link to Town Hall on the Library's website as well as a list of community events.</li> <li>Trustee Vickery thought the Library could put a link on its website to the Edgemont School District and other school districts.</li> <li>Director Contrata said that the Advocacy Committee could meet with Young Adult Librarians Kate Colquitt and Andrew Farber to discuss ways for the Library to partner with the schools and attract young adults to the Library.</li> <li>Trustee Vickery will meet with Gary Mastrangelo of the Highview School in early February.</li> </ul>
9	<p><b>Accomplishments since last meeting.</b></p>
a	<p><i>Final Adopted Budget Results</i></p>
	<ul style="list-style-type: none"> <li>President Musantry said that Supervisor Feiner was in contact with Webster Bank. Webster Bank wants to take a lead role in a fundraising effort to restore Sunday hours at the Library.</li> <li>President Musantry said that he was initiating dialogue with the five "lending libraries" with the idea of going to State/County legislators to ask for materials funding for those five "lending libraries".</li> <li>Director Contrata said that the Library Board should establish priorities for any funds raised.</li> </ul>
b	<p>Update on new 2010 library hours and services.          Previously discussed.</p>
c	<p><i>Publicity Efforts</i></p> <p>Director Contrata notified the Library Board that Greenburgh's local cable television channel will be running notices regarding all library events.</p>
d	<p><i>Update on Going Paperless</i></p> <p>Previously discussed.</p>
e	<p><i>Management of Electrical Usage</i></p> <ul style="list-style-type: none"> <li>The cove lights on the second floor are no longer on 24 hours a day.</li> <li>The cleaning staff is now on essentially the same schedule as the library staff, which allows the heating system to be turned down for longer periods of time.</li> <li>There was discussion of the Town providing emergency heaters for the Library.</li> <li>The Library Board has been working with NYPA to understand how the electric meter works and to possibly determine ways to save money by understanding how the meter works.</li> <li>Con Ed has asked NYS for an increase in the electricity delivery charge.</li> </ul>
f	<p><i>Strategic Plan</i></p> <p>Tabled for next month.</p>
g	<p><i>Outdoor Lighting Review</i></p> <p>Previously discussed.</p>
h	<p><i>Security System Update and Discussion</i></p> <ul style="list-style-type: none"> <li>It was explained that that the Library Board had resolved to move \$58,000 from the Contingency Fund to the Capital Fund for signage in the Library and for a security system.</li> <li>Three companies submitted bids that were vastly different in their approach to security for the Library. Specs will be determined and an RFP will go out so the companies can bid on specific specifications.</li> </ul>

i	<p><i>Status of gaining “Official Library” status to the Rangers, Knicks and Liberty</i></p> <ul style="list-style-type: none"> <li>• The Library met with officials of the Liberty and there are plans to partner with the Liberty initially a program, either in the Library or at the practice facilities; each event with the Liberty would cost money.</li> <li>• There is consideration of partnering with Parks and Recreation and TDYCC to have programs attached to literacy and possibly the Summer Reading Game.</li> </ul>
k	<p><i>New Trustee Interviews by the Town Board</i></p> <p>The Town Board interviewed Elaine Braswell for the Trustee position. They have not yet interviewed Darryl Williams.</p>
l	<p><i>Baby Grand Piano Donation</i></p> <p>The Usadi family donated a Baldwin baby grand piano in honor of their mother and father who were frequent GPL patrons for many years. Mr. Usadi’s brother-in-law Alex Perloff, a pianist will give a free concert in the spring.</p>
m	<p><i>Unique Management Services</i></p> <ul style="list-style-type: none"> <li>• UMS started the collection process on January 11, 2010.</li> <li>• 76 patrons were identified as owing a total of \$6,371, consisting of fines and lost items.</li> <li>• After two weeks, 13 patrons returned 26 items totaling \$413.</li> <li>• Follow up will be conducted for patrons who returned items to collect the overdue fines.</li> <li>• There have been no complaints from patrons, including those contacted by UMS.</li> <li>• The written explanation of the process to patrons will be reviewed.</li> </ul>
<b>10</b>	<b><i>New Business Discussions</i></b>
a	<p><i>New York State Association of Library Boards Membership</i></p> <p>Tabled for later in the year.</p>
b	<p><i>Teleconferencing Equipment</i></p> <p>Tabled for a later date.</p>
c	<p><i>Annual Photography Contest</i></p> <p>Director Contrata reported that the publicity materials for the inaugural photography contest were finished and distributed.</p>
d	<p><i>Library Board/Staff Breakfast</i></p> <p>The Library Board/Staff breakfast was scheduled for Monday, March 8, 2010.</p>
e	<p><i>Foundation – Books &amp; Cooks</i></p> <p>President Musantry explained the Foundation’s Books &amp; Cooks event to take place on Monday, April 12, 2010. There was discussion about buying tickets to the event and possibly taking out a journal ad collectively as the Library Board.</p>
f	<p><i>The Friends of the Greenburgh Library</i></p> <p>The Friends are planning on having a social event at the Library on Friday, March 19, 2010. Motion to approve the Friends of the Greenburgh Library host an event at the Library on Friday evening, March 19, 2010, when the Library is closed. Director Contrata will open and close the multipurpose room for the Friends.</p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Griff</b>  <b>In Favor: Unanimous</b></p>
g	<p><i>Board of Trustees Development</i></p> <p>President Musantry said that he thought the Board should invite Jerry Nichols for a Trustee workshop and that a date should be found where all the Trustees can attend.</p> <p>Tabled until April.</p>
h	<p><i>New York State Library Lobby Day</i></p> <p>It was announced that Library Lobby Day was March 2, 2010. WLS sends buses to the State legislature to advocate for State library funding.</p>

i	<p><i>Application for Federal Grants</i></p> <p>President Musantry reported that the Library received a request from the Town's philanthropy department to submit ideas for grants for the Library. The Town received a request from Nita Lowey to submit ideas for Federal grants. The Library submitted a proposal for the following:</p> <ul style="list-style-type: none"> <li>• Install door by to outside area of Library where the community newspapers are currently displayed for an outdoor reading area for the public. A fence and outdoor are included in the request. The request is for \$30,000.</li> <li>• Purchase of a flag and flagpole to be installed on the island in the circle.</li> </ul>	
j	<p><i>Change Library Board meeting to third Wednesday of every month.</i></p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Griff</b>  <b>In Favor: Unanimous</b></p>	
<p><b>Closing Proceedings:</b></p>		
16	<p><b>Executive Session – 10:03 p.m.</b></p> <p>Motion to open Executive Session to discuss administrative leave request.</p>	<p>There was discussion regarding the administrative leave request.</p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Secretary/Treasurer Dinon</b>  <b>In Favor: Unanimous</b></p>
17	<p><i>Motion to close Executive Session</i></p>	<p><b>Motion by: Trustee Vickery</b>  <b>Second by: Trustee Saez</b>  <b>In Favor: Unanimous</b></p>
19	<p>Motion to deny administrative leave request.</p>	<p><b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Vickery</b>  <b>In Favor: Unanimous</b></p>
18	<p><b>Public Meeting adjourned at 11:02 p.m. by President Musantry</b></p>	<p><b>Motion by: Trustee Saez</b>  <b>Second by: Trustee Vickery</b>  <b>In Favor: Unanimous</b></p>
<p><b><i>Unapproved minutes will be made available within 2 weeks following each meeting.</i></b></p>		