



300 Tarrytown Road, Elmsford, NY 10523

# Greenburgh Public Library

Putting Service First

## Library Board of Trustee Meeting Minutes Approved

<b>Meeting Date</b>	July 23, 2009	<b>Minutes Approval Date</b>	August 27, 2009
<b>Meeting Time</b>	7:15 PM – 10:10 PM EST		
<b>Meeting Location</b>	Greenburgh Library – Multipurpose Room		
<b>Participants</b>	<u>Library Board of Trustees</u> Frank Musantry      Thomas McCarthy George Hayward      Tomas Saez Calvin Thomas      Elizabeth Vickery Diane Creston	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u> Diana Juettner
<b>Not in Attendance:</b>	N/A	<b>Quorum Present?</b>	<b>Yes</b>
<b>Meeting Guests</b>	N/A		
<b>Meeting Objective</b>	Regular Monthly Board Meeting		

## Meeting Agenda

<b>Opening Proceedings:</b>		<b>Comments</b>
1	<b>Public Meeting called to order</b> at 7:15 PM by President, Frank Musantry	
2	<b>Presentation from invited guests:</b>	No presentations
3	<b>Public Comments</b> <b>Speaker # 1 – Hal Samis</b>	
4	<b>Vote to adopt previous month's minutes:</b>	Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward <b>In Favor: Unanimous</b>

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

5	<b>Accomplishments since last meeting.</b>	
a	<b>Meeting with Supervisor Feiner</b>	<p>President Musantry met with Supervisor Feiner to discuss the 2010 Budget, Bookmobile status and January 2010 appointments. He made a presentation at a Town Board Work Session and Town Board Meeting concerning progress the Library.</p> <p>President Musantry also met with DPW Commissioner Victor Carosi regarding costs assessed to the Library, specifically the \$411,000 maintenance charge. Other budget issues would be brought to Commissioner Carosi's attention once we speak with the Comptroller. The Library wants to understand what the 18% Library portion of the DPW budget represents, a \$54K TDYCC line item, why there is a difference maintenance charge for the two Library elevators and why the Library has no input into the proportion the Library pays for salaries in other departments.</p>
b	<b>Budget Meeting</b>	<p>Secretary/Treasurer Thomas, Trustee Saez and Director Contrata met to discuss the 2010 Budget including potential effects of a 2% and 5% cut as well as researching cuts with least impact to library operations.</p>
c	<b>Meeting with the Friends of the Greenburgh Library</b>	<p>Director Contrata attended the last Friends meeting. The Friends are organizing a book sale scheduled for October 17 &amp; 18. They would begin accepting book donations on September 8, with four days set aside to help people with large donations get the material into the Library. On that day, there will be volunteers on hand to assist patrons with their donations. There will be a preview night for the sale on October 16, with patrons having to join the Friends for a \$5 donation to be able to attend the preview night.</p>
d	<b>Lunch with Foundation President Judy Chriss</b>	<p>President Musantry had lunch with Judy Chriss, President of the GPL Foundation. They discussed the planned September 14, Books &amp; Cooks event and 5 Year Strategic Plan creation. The Foundation is having trouble attracting sponsors for this event.</p>
e	<b>Building Issues</b>	<p>President Musantry said the lights in the lower parking lot had been fixed, but there was still a slight leak in the front door. DPW has been informed.</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

f	<b>Café</b>	A meeting with a potential vendor for the Café was still waiting to happen between the vendor, the Library Board and the Foundation. This will allow discussion of installation, costs, products to be offered and operation. Once these are identified, Tim Lewis will be updated to ensure all legal issues of a café are covered. A presentation to the Town Board will then occur.
g	<b>Meeting with Triton Construction Company</b>	A meeting with Triton was held with the Library Director and President Musantry to discuss the punch list and ventilation. The Building Issue list was updated and sent to DPW.
H	<b>Foundation Meeting</b>	President Musantry stated an issue was brought to his attention regarding Edgemont at the last Foundation meeting. President Musantry and Trustee Vickery met with Jim Lasser of Edgemont to begin a dialogue. Trustee Vickery talked with Michelle McNally of the Edgemont Civic Associations who will be speaking with Bob Bernstein to schedule a date for our Advocacy Committee to speak with the ECC. More dialogue will follow as the Library Board begins reaching out to the community. We will need an accurate list of all civic associations and contacts in Greenburgh.

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

6	<p><b>Accounts Payable Report:</b> Presented by Secretary/Treasurer: Calvin Thomas</p> <p>Review bills and authorize payment of this month's bills and a payment from the Capital Account.</p> <p>June 18, 2009–July 15, 2009, in the amount of \$68,512. 61 from the operating account.</p> <p>June 18, 2009–July 15, 2009, in the amount of \$2,429.70 for Mity-Lite, Inc. conference tables from the Capital Account.</p> <p><b>Treasurer's Report</b></p>	<p>Operating Account Motion by: Secretary/Treasurer Thomas Second by: Trustee Saez <b>In Favor: Unanimous</b></p> <p>Capital Account Motion by: Secretary/Treasurer Thomas Second by: Trustee Saez <b>In Favor: Unanimous</b></p> <p>Director Contrata pointed out the new MTA payroll tax line with a charge of \$4,300, representing the portion of the Library's employees regarding the new state mandated MTA payroll tax. President Musantry will discuss this addition with the Comptroller at their next meeting.</p> <p>There was discussion about obtaining a comptroller's opinion about the legal status of the Fund Balance and the Library's ability to dictate how to spend the Fund Balance. This will also be on the agenda at the next meeting with the Comptroller.</p> <p>Secretary/Treasurer Thomas requested that the dates of the budget transfers be listed on the Treasurer's Report.</p> <p>Trustee Saez said that it was important to note that there would be a 50% increase in the payment to the State and that energy consumption would probably cost an additional \$20,000 than expected.</p> <p>Motion by: Secretary/Treasurer Thomas Second by: Trustee Creston <b>In Favor: Unanimous</b></p>
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Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

<b>Reviews by Committee:</b>	
7	<p><b><i>Administrative Report</i></b> <b>Presented by Library Director: Eugenie Contrata</b></p> <p>Director Contrata said the Library has been very busy. She said the Children's Library presented 41 programs in July, 39 of which were given by the staff. The patrons are very happy with the summer reading game. The Young Adult summer game had 22 participants and was going well. The YA department's Guy's Read program scheduled as part of the TDYCC Passage to Manhood program was scheduled for August 4. Carol Angert, the librarian in charge of circulation, had developed a circulation binder informing staff of updates and changes. This has been well received especially by the part-time staff. She said having reference staff in the lobby has been very helpful to patrons with 253 questions asked in June. Diana Lennon is trying to find a sponsor of the Spanish Language Book Exchange program.</p> <p>Assistant Director Greiner talked about contracting for copier/printing services, explaining that there are two models being considered. One where the Library would purchase copiers on state contract and pay for the copiers on a monthly basis, sign a service contract, pay for the paper and toner involved and collect revenue from the copying/printing done by the public. The second model would be to contract with a copying company who would supply the Library with copiers, service the machine and supply the toner and paper. This company would collect the revenue for itself. In analyzing the costs the second model would cost approximately \$260 per month for the staff copiers, while the first model would cost approximately \$350 per month based on the Library's current copying/printing. This does not take into account the staff costs involved. On further analysis, the printing/copying would have to increase by about 20% for the cost to equal the cost of the second model, which Administration does not anticipate happening. Library Administration recommends pursuing the second model. The Town's Purchasing Director also recommends the second model. The Library Board authorized Administration to begin developing a Request for Proposal to pursue the second model for copier/printer services.</p> <p>Director Contrata said the next WLS Trustee Institute will take place on August 26, President Musantry and Trustee Vickery will be attending the Institute.</p>
8	<p><b><i>Finance Committee Report</i></b> <b>Presented by Chair: Calvin Thomas</b></p> <p>Secretary/Treasurer Thomas said the finance committee was involved in the early stages of the 2010 budget process.</p>
9	<p><b><i>Building Committee Report</i></b> <b>Presented by President Musantry</b></p> <p>President Musantry said that there was still a small leak in the front door and that the Building Committee inspection report had been finalized and sent to the Board on July 23.</p>
10	<p><b><i>Policy &amp; ByLaw Committee Report</i></b> <b>Presented by Vice President Hayward</b></p> <p>Vice President Hayward said the next policy to be reviewed was the Library Code of Conduct. He said there would be a draft ready before the next Board meeting.</p>
11	<p><b><i>Personnel Committee Report</i></b> <b>Presented by Trustee McCarthy</b></p> <p>There was no report.</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

12

***New Business/Discussions***

- a. President Musantry gave a bookmobile update, reporting that he sent feelers to libraries across the country that have bookmobiles. He has requested information from Janus Corporation which donated 2 bookmobiles for the Denver library system. He said he will be asking the Presidents of the other WLS library boards if they have interest in sharing services via the bookmobile. All new information will be sent to all Trustees.
- b. The Board approved the Friends request to have a preview night of their book sale on Friday, October 16.
- c. President Musantry will send a write-up concerning the Spanish Book Exchange program to Supervisor Feiner who has indicated he might have a donor for the project.
- d. The Board decided to review the meeting room policy, specifically the fees at the January 2010, meeting. This will allow a 6 month evaluation of this policy.
- e. There was discussion about the Unique Management collection agency proposal. Director Contrata reported that there were 55 patrons, owing \$3,790 in materials that are more than 60 days overdue, with more than \$25 overdue for materials. Vice President Hayward requested the Library ensure that the program is in compliance with state law regarding the maximum library fine allowed. Director Contrata will send the statute regarding library fines to Vice President Hayward. Vice President Hayward said the contract should include a clause indemnifying the Library and holding the Library harmless, as well as having liability insurance in case of future lawsuits. The proposal was tabled until next month.
- f. There was discussion about the current reserve fee. Trustee Saez moved to repeal the current reserve fee and impose a \$.50 reserve fee only on items that are not picked up by the patron. Vice President Hayward seconded the motion and it was unanimously approved.
- g. President Musantry said he is reviewing a book on long term strategic plans for libraries. The book recommends hiring an outside consultant. Some discussion was presented on the advantages and disadvantages of utilizing a consultant. President Musantry stated that a Strategic Plan requires input from all parts of the community – Library Board, Library Staff, Foundation, Friends and citizens (users and non-users of the library). The Library Board is ultimately responsible for the creation of the Strategic Plan. This item was tabled while Director Contrata seeks quotes regarding focus groups from outside consultants.
- h. The Board authorized investigating the possibility of purchasing museum passes for circulation to the public if the Friends are interested in sponsoring the program.
- i. Director Contrata reported that the Theodore D. Young Community Center (TDYCC) young men's group had been somewhat unruly, with the supervision of the young men inadequate. TDYCC Commissioner Bill Carter came to the Library and ½ the group was suspended from the program with the remaining group continuing in the program.
- j. Director Contrata reported that there had been a theft of one Library laptop. It had been reported to the police and steps were being taken to remedy the situation. The HVAC computer was being moved to the Administration office and the laptops will be locked up and a sign in sheet for all computer equipment has been instituted. The Library will investigate putting permanent identification (possibly painting the laptops as well) on the laptops as a theft deterrent.

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

<b>Resolutions:</b>																											
13	<p><b>Resolution #0709 - 1 Description:</b>                      Resolved that the Board of Trustees of the Greenburgh Public Library hereby requests that the Board of Regents of the University of the State of New York amend the charter of such corporation to change the number of trustees to be not less than seven nor more than nine, with the current number being seven and be it further resolved that the President and Secretary of the corporation, on behalf of the Board of Trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.</p>		Motion by: Trustee Saez Second by: Vice President Hayward <b>In Favor: Unanimous</b>																								
14	<p><b>Resolution #0709 - 2 Description:</b>  <u>Recommend purchase of furniture items totaling \$38,671.56 from Library Interiors from account H.0105.030.1.</u></p> <p>The capital account H.0108.030.1 was created in 2008 by the Library Board for purchases related to the new building. The current account balance is \$44,535.21. This purchase recommendation is for the following items:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> <th>Extended Price</th> </tr> </thead> <tbody> <tr> <td>Jasper Chair, series 650. Maple arm chair with cherry finish</td> <td>14</td> <td>\$270.38</td> <td>\$3,785.32</td> </tr> <tr> <td>Jasper Chair, series 650. Maple side chair, with cherry finish</td> <td>44</td> <td>\$242.81</td> <td>\$10,683.64</td> </tr> <tr> <td>Worden cherry adult reading table, with wilsonart finish in navy, with power outlets (126"L x 48"D x 30"H)</td> <td>7</td> <td>\$2,689.44</td> <td>\$18,826.08</td> </tr> <tr> <td>Worden cherry adult reading table, with wilsonart finish in navy, with power outlets (168"L x 48"D x 30"H)</td> <td>2</td> <td>\$2688.26</td> <td>\$5,376.52</td> </tr> <tr> <td>Price includes inside delivery and setup as per NYS Contract #PC63383</td> <td colspan="2">Total</td> <td>\$38,671.56</td> </tr> </tbody> </table>		Item	Qty	Unit Price	Extended Price	Jasper Chair, series 650. Maple arm chair with cherry finish	14	\$270.38	\$3,785.32	Jasper Chair, series 650. Maple side chair, with cherry finish	44	\$242.81	\$10,683.64	Worden cherry adult reading table, with wilsonart finish in navy, with power outlets (126"L x 48"D x 30"H)	7	\$2,689.44	\$18,826.08	Worden cherry adult reading table, with wilsonart finish in navy, with power outlets (168"L x 48"D x 30"H)	2	\$2688.26	\$5,376.52	Price includes inside delivery and setup as per NYS Contract #PC63383	Total		\$38,671.56	Motion by: Trustee Saez Second by: Vice President Hayward <b>In Favor: Unanimous</b>
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15	<p><b>Resolution #0609 - 3 Description:</b>                      Budget Transfers</p> <p>Motion to table the Budget Transfers resolution.</p>		Motion by: Trustee Saez Second by: Vice President Hayward <b>In Favor: Unanimous</b>																								
23	<p>a. <b>List Action Items from this meeting, assign Responsibility and Due Date</b></p>																										

Greenburgh Public Library Board of Trustees

Regular Meeting – July 23, 2009

Approved August 27, 2009

<b>Closing Proceedings:</b>		
24	<b>Executive Session –</b> Motion to open Executive Session at 8:50 p.m. to discuss a personnel matter. We will not return to open session following the executive session.	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
25	<b>Executive Session –</b> Motion to close Executive Session at 9:20 p.m.	Motion by: Trustee Saez Second by: Vice President Hayward <b>In Favor: Unanimous</b>
25	<b>Public Meeting adjourned</b> at 9:25PM by President Musantry	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		