



**Library Board of Trustee Meeting Minutes Approved**

<b>Meeting Date</b>	June 25, 2009	<b>Minutes Approval Date</b>	July 23, 2009
<b>Meeting Time</b>	7:15 PM – 10:10PM EST		
<b>Meeting Location</b>	Greenburgh Library – Multipurpose Room		
<b>Participants</b>	<u>Library Board of Trustees</u> Frank Musantry      Tomas Saez Elizabeth Vickery Calvin Thomas	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u> Diana Juettner
<b>Not in Attendance:</b>	Diane Creston, George Hayward, Thomas McCarthy	<b>Quorum Present?</b>	<b>Yes</b>
<b>Meeting Guests</b>	Howard and Ruth Jacobs, Jonathan Hayes, Unique National Collections		
<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	President Musantry welcomed new Trustee Elizabeth Vickery.
2	<b>Presentation from invited guests:</b> a. Howard and Ruth Jacobs regarding lettering for the name of the gallery to be placed on the outside wall in the lobby.	Howard and Ruth Jacobs said they had received 2 bids from sign companies, which also offered various materials for the lettering. The Jacobs family selected 4" high brushed aluminum lettering to be affixed to the wall with screws. Secretary/Treasurer Thomas moved to approve the 4" high brushed aluminum lettering to read Howard and Ruth Jacobs Family Gallery to be placed on the outside wall of the meeting room in the lobby. Trustee Saez seconded the motion and it was <b>unanimously approved</b> .

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2	<p><b>Presentation from Invited Guest(s):</b></p> <p>b. Jonathan Hayes, Unique National Collections</p>	<p>Mr. Hayes said Unique is a specialist in material retrieval. Director Contrata and Assistant Director Greiner explained that since January 2009, 386 items are overdue 60 days or more. The Library would like to retrieve the material if possible so money could be spent on new material rather than replacing old.</p> <p>Mr. Hayes explained that Unique was once a traditional collection agency with some libraries as clients. In the 1980s Unique began to specialize in libraries which they found to have unique needs from a collection agency. He said that Unique has found 4 important points that libraries need from a collection agency. The 4 points are as follows: 1. Patron good will. 2. Get material in good condition back in circulation as quickly as possible. 3. Don't create additional work for the already busy staff. 4. Tight budgets – keep it budget neutral.</p> <p>Mr. Hayes said Unique has about 1,200 libraries in the US &amp; Canada as clients, with 45 libraries in New York State. These include independent libraries, and consortia. They work exclusively with libraries. Mr. Hayes said that Unique worked with SirsiDynix to develop specific collection software program which seamlessly integrates with the library's circulation system, Horizon and Unique's own database. This collection agency module has already been purchased by WLS for use with a few libraries in Westchester County. The module sits in the background and becomes part of the day end/overnight process that WLS runs. Mr. Hayes explained the typical procedure Unique follows. The library could choose a minimum balance and how many days the patron is overdue, such as \$25 minimum balance and 90 days overdue before the software would inform Unique. Certain patron types (such as staff) could be excluded. Each patron referred to Unique would have a late fee added, such as \$10, to pass the cost of the service on to patrons. Unique typically charges \$8.95 per patron account referred to the service. Once an account is sent to Unique a 120 day process begins. Two letters are sent to the patron utilizing a gentle nudge approach. Phone calls are then made between days 11 – 16. A third letter is sent on day 22. Calls are made again between days 36 – 39, 1 call per patron. Day 64 another letter is sent informing the patron that the account is in the credit reporting department. Between days 78 – 91 more verbal reminders are initiated.</p>
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<p>2b</p>	<p><b>Continued</b></p>	<p>After 120 days the account would be forwarded to the national credit reporting agencies. If a partial payment is made during the process, the account could be suspended. A different letter would go out suggesting a payment plan for the remainder of the balance. The Library would choose how to settle an account by waiving the fee or negotiating a settlement. An account could be suspended by the Library at any time. The library would have a lot of flexibility to settle accounts. If there were bad addresses Unique would attempt to find good addresses and send these to the library. If a patron is credit reported Unique would inform the credit agency if the account has been paid in full, and a receipt could be generated for the patron.</p> <p>Mr. Hayes explained that there was a 90 day trial period during which the library could opt out of the agreement at any time. If the library decided to continue the service Unique would bill the library \$8.95 per patron account. He said about half of the materials/fines are recovered if the accounts are 2 or 3 years overdue. He said the average return on the investment is 4 to 1. To questions, Mr. Hayes said the library decides on the process of when to credit report patrons or to not credit report patrons, though he suggested an idle threat would not be as effective. He said for the \$8.95 fee everything is included such as skip tracing, credit reporting, letters, phone calls etc. He said for every 100,000 items circulated an average of 12 patron accounts are sent to Unique. He said you could opt out of the contract at any time and that Unique was a licensed collection agency. Unique has no ability to gather any patron information. The information is gathered by SirsiDynix through WLS, which would send Unique some general information such as patron name, address, amount owed, and library card number, not specific items circulated. He said there have been no security breeches to the Unique database. The database is stored in a locked room, encrypted and monitored by the IT department.</p>
<p>3</p>	<p><b>Public Comments</b>  <b>Speaker # 1 – Hal Samis</b>  <b>Speaker # 2 – Mel Lipetz</b></p>	
<p>4</p>	<p><b>Vote to adopt previous month's minutes:</b>  Trustee Saez moved to approve the May 28, 2009, minutes.</p>	<p>Motion by: Trustee Saez  Second by: Secretary/Treasurer Thomas  <b>In Favor: Unanimous</b></p>

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5	<b>Accomplishments since last meeting.</b>	
a	<b>Meeting with Friends</b>	Director Contrata said the Friends had their annual meeting which she and President Musantry attended. The meeting was well attended with a lot of new members. A book sale was discussed and another meeting is scheduled for July 2.
b	<b>Meeting with DPW</b>	President Musantry reported he, Tomas Saez and Director Contrata met with the new DPW Commissioner Victor Carosi and Deputy Commissioner Angelo Nanna. Important outstanding issues in the building were discussed, such as the leak at the front door. A communication plan was established with DPW. There will be weekly communication with the commissioner.
c	<b>Meeting with Comptroller</b>	Secretary/Treasurer Thomas and Director Contrata met with Comptroller Bart Talamini. The financial data the Town currently sends in hard copy format will be sent electronically to Director Contrata and Secretary/Treasurer Thomas to be converted into an Excel spreadsheet.
d	<b>Monthly Building Inspection</b>	President Musantry and Trustee Saez have completed the first inspection report, minus some tweaking that has to be done. This will be sent to the Library Board. President Musantry suggested a rotating schedule be instituted among the Trustees to complete a monthly inspection. This will be set up at the next Library Board meeting.
e	<b>Volunteer Recognition</b>	Director Contrata reported that Assistant Director Greiner and Librarian Carol Angert attended a breakfast at the New York School for the Deaf to recognize volunteer organizations that have participated in their programs. The Library had 2 volunteers from the School for the Deaf shelf reading at the Library for several months. It was an inspiring event and Director Contrata asked for ideas on how to recognize the Library's volunteers.
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 the last 2008 bills.</p> <p>May 20, 2009–June 17, 2009, in the amount of \$23,334.28.</p> <p>December 31, 2008 - \$499.66</p>	<p>Motion by: Secretary/Treasurer Thomas</p> <p>Second by: Trustee Saez</p> <p><b>In Favor: Unanimous</b></p>

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<b>Reviews by Committee:</b>	
7	<p><b>Administrative Report</b> <b>Presented by Library Director: Eugenie Contrata</b></p> <p>Director Contrata said research had been conducted about copying/printing services at the Library. Director Contrata said there were 2 potential models when contracting for copying/printing services. The first model is to purchase copiers with a service contract with the Library paying for toner and paper and collecting all the revenue received. At the end of the agreement the copiers would be owned by the Library but probably outdated. The second model would be to have the copying/printing service company install machines, supply service, toner, paper etc. and have that company collect the revenue. With this model the Library would have to only pay for service contracts for the 2 office copiers. In looking at the options the second model would be the cheaper, less risky option. This will be addressed at the next Library Board meeting.</p> <p>Secretary/Treasurer Thomas asked if there was a back-up to the Library Assistant Spanish Speaking position. Director Contrata said there were a few part-time staff members who speak Spanish but that if the current Assistant left the list would be culled for a replacement.</p> <p>Secretary/Treasurer Thomas asked about patrons hacking into the public computers. Director Contrata said they had figured out a way to go beyond what the Library offered. Librarian Andrew Farber has installed new safeguards which also make it harder to fix the computers but had solved the problem for now.</p> <p>Trustee Saez noted that the report said the HVAC was not working properly. He said the kilowatt usage had dramatically lowered from February to May. In February, 115,000 kilowatts were used and in May only 73,000. This will be monitored.</p>
8	<p><b>Finance Committee Report</b> <b>Presented by Chair: Calvin Thomas</b></p> <p>Secretary/Treasurer Thomas said the meeting with the Comptroller had already been talked about.</p>
9	<p><b>Building Committee Report</b> <b>Presented by Trustee Saez</b></p> <p>Trustee Saez said it was good to have a new DPW Commissioner. He said there were a number of items from the construction project that need to be finished. Items that DPW promised would be addressed 6 months ago were still outstanding.</p> <p>Trustee Saez said a list of items the Library Board wants to be addressed independent of the construction project has reached 72 items. The Library Board is working with DPW on a proactive maintenance approach in regards to maintenance and operability of the building.</p> <p>The Library Board asked Town Council Liaison Diana Juettner to provide the Board with a list of the change orders, with a complete history of each change order and the construction punch list.</p> <p>President Musantry said there were some safety items that needed to be addressed and had been prioritized with DPW. This includes the leak at the front door. Friday morning, June 26 all interested parties will meet to review the leak in the lobby.</p>
10	<p><b>Policy &amp; ByLaw Committee Report</b></p> <p>Director Contrata said the Library Board is planning to address 1 policy per month with the Code of Conduct the next policy to revise. A resolution regarding the meeting room policy is scheduled to be voted on during the current meeting.</p>
11	<p><b>Personnel Committee Report</b></p> <p>There was no report.</p>

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***New Business/Discussions***

- a. Copier/Printing has already been discussed.
- b. President Musantray said he would be reaching out to other WLS library board presidents to discuss sharing the Bookmobile.
- c. Director Contrata said the Friends have scheduled a book sale for October 17 & 18, 2009.
- d. President Musantray said the Books & Cooks event the GPL Foundation is running will be held on September 14. The Library will close at 3:00 p.m. that Monday. The Foundation is in need of corporate sponsorship. Director Contrata said that 1 staff member purchased a ticket to the event as a prize for the summer reading program. President Musantray said he thought each Trustee should attend the event and perhaps the Board should purchase a journal ad.
- e. President Musantray said he was working with Stephen Reitano of the Foundation on possible Café vendors. One proposal had been received. The process still needs some ironing out and any Café would need Town Board approval.
- f. President Musantray will appear before the Town Board on July 8. President Musantray said that an advocacy program was needed and that Trustee Vickery has agreed to be the Advocacy Coordinator. This would include meetings with local area organizations such as Parents Associations, Civic Associations, etc.
- g. Trustee Saez explained the book exchange possibility with a library in Spain. He said ALA has a whole section about book exchanges on their website. He said perhaps the Foundation could fund the project which would cost about \$1,700 annually to ship the books to Spain. Library Assistant Diana Lennon is looking into local sponsorship from local Latin businesses. The Friends might be able to provide volunteers to pack the books.
- h. President Musantray reported on the progress of establishing a strategic plan. He said Director Contrata and he were reviewing a strategic plan guide book for libraries and they were going to seek representatives from local groups such as the Friends and Foundation and private individuals, as well as library staff, to serve on a strategic planning advisory committee.

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<b>Resolutions:</b>		
13	<b>Resolution #0609 - 1 Description:</b> Meeting Room Policy	Motion by: Trustee Saez with changes (policy attached) Second by: Trustee Vickery <b>In Favor: Unanimous</b>
14	<b>Resolution #0609 - 2 Description:</b> Budget Transfers Policy	Motion by: Secretary/Treasurer Thomas (policy attached) Second by: Trustee Saez <b>In Favor: Unanimous</b>
15	<b>Resolution #0609 - 3 Description:</b> Purchases Policy	Motion by: Secretary/Treasurer Thomas (policy attached) Second by: Trustee Saez <b>In Favor: Unanimous</b>
16	<b>Resolution #0609 – 4 Description:</b> That the Library 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.	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
17	<b>Resolution #0609 – 5 Description:</b> Purchase furniture from Capital Budget	This item will be held over. Trustee Saez requested information on where original FFE budget was spent instead of furniture in original budget. Director Contrata will request this information of Triton Construction Company.
18	<b>Resolution #0609 – 6 Description:</b> Amend April 30, 2009 Board Minutes Amend item 12a to read as follows: President Musantry said the Library Board had received 3 resumes and expected another. He said the Board would review the resumes after the May 7, deadline and invite candidates to the May 28, meeting to be interviewed. The Library Board established a committee to review the recommendation to the full Board at the May 28, 2009 meeting. The Board anticipates appointing a candidate to fill the vacancy at the May 28, 2009 meeting.	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
19	<b>Resolution #0609 – 7 Description:</b> Appoint Jane Hennessey as a Part-time Senior Library Clerk in the Children's Library, effective June 24, 2009	Motion by: Trustee Saez Second by: Trustee Vickery <b>In Favor: Unanimous</b>
20	<b>Resolution #0609 – 8 Description:</b> Approval for the Friends of the Greenburgh Library to hold a book sale at the Library on October 17 & 18, 2009	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>

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21	<p><b>Resolution #0609 – 9 Description:</b></p> <p>Accept the following donations:</p> <p>Two Hawthorne trees and \$500 donation towards the purchase of opera recordings for the Library's compact disc collection to be deposited in the Library's Trust and Agency account, T.091.00.</p> <p>Accept donation of \$811.30 from the Greenburgh Public Library Foundation towards the purchase of early literacy materials to be deposited in the Library's Trust and Agency account, T.091.00.</p> <p>Accept 172 children's ABC books from Mr. Jim Lasser to be added to the circulating collection or distributed as summer reading game prizes.</p>	<p>Motion by: Trustee Saez                  Second by: Trustee Vickery  <b>In Favor: Unanimous</b></p>
<b>Action items:</b>		
22	<p><b>Discuss plans for the upcoming month</b></p> <p>a. Plan to meet with Supervisor Feiner to discuss Trustee appointments expiring on December 31, 2009.</p>	
23	<p><b>List Action Items from this meeting, assign Responsibility and Due Date</b></p> <p>a. Advocacy Coordinator – Trustee Vickery begin planning stages.</p>	
<b>Closing Proceedings:</b>		
24	<p><b>Executive Session</b> – No Executive Session occurred.</p>	
25	<p><b>Public Meeting adjourned</b> at 9:35PM by President Musantry</p>	<p>Motion by: Trustee Saez                  Second by:  <b>In Favor: Unanimous</b></p>
<p><i>Unapproved minutes will be made available within 2 weeks following each meeting.</i></p>		