

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 1, 2007
(Rescheduled from February 22, 2007)

7:15 pm

Approved March 29, 2007

Present: Ginger Grant, George Hayward, Howard Jacobs, Estelle Palevsky, Susan Wolfert; Diana Juettner, Eugenie Contrata

Visitors: Robert Reninger

President Jacobs said that Vice President Wolfert would chair the meeting in his stead as he was away most of February.

Vice President Wolfert called the meeting to order at 7:25 pm.

Vice President Wolfert asked if the visitors had any questions or comments.

Mr. Reninger said his questions from the last meeting had gone unanswered.

Trustee Palevsky moved the minutes from the January 25, 2007 meeting be accepted as presented. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward said the bills had been reviewed and were in order. Secretary/Treasurer Hayward moved the bills from January 18, 2007 through February 21, 2007 in the amount of \$56,006.94 be approved for payment. President Jacobs seconded the motion and it was unanimously approved.

Trustee Palevsky said the Board had voted to increase the Board of Trustees' terms to 5 years from 4 to comply with the New York State's recommendation. She asked if Trustee Grant's term should then be 5 years. There was discussion about the Board's vote to extend the term and questions if the Town Board had to approve the Library Board's vote to change the terms in its bylaws. Acting Director Contrata will contact WLS regarding this question.

Vice President Wolfert asked about the fines and charges line, L.7410.15.2082. She said the Library had budgeted \$15,000 for 2007 for fines and charges and received over \$3,000 in fines and charges for the month of January. Acting Director Contrata confirmed the Library had received that amount of money in fines and charges in January. To Vice President Wolfert's question she said the Library should wait before considering revising the budget for this line.

Vice President Wolfert asked about the Directors, Assistant Directors, and Librarian III line in the budget, asking for clarification about whose salary is being charged to which line. Acting Director Contrata said that her base salary was being charged to the Assistant Director line, while her stipend was being charged to the Director line. Acting Assistant Director Greiner's base salary is being charged to the Librarian III line, while her stipend is being charged to the Assistant Director line.

Vice President Wolfert questioned budget line 180.0, overtime pay. She said the Library had budget \$500 for overtime pay and spent \$276.54 in January 2007. Acting Director Contrata said she has a question into the comptroller's office asking for clarification of the expense.

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Vice President Wolfert asked why the budget line, 430.0, insurance was showing expenses over \$36,000 when the Library had budgeted \$22,000 for the year. Acting Director Contrata said she had a question into Pauline Kirkland of the comptroller's office for clarification of this expense.

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

Administration Report

Acting Director Contrata reported that in February the Library had circulated 18,080 items. Regarding the administration trailer, she said the electrician the Town hired had begun work on the trailer and was scheduled to finish Friday, March 2nd. Once the electrician finishes, DPW has to level the trailer, put in the phone and data lines and rearrange the desks in order to accommodate 2 additional staff members in the trailer. She said administration is hoping to move into the trailer by Tuesday or Wednesday next week, the first week of March. President Jacobs asked why the process had taken so long. Acting Director Contrata said she had been told it would take a day or two to ready the trailer but learned that quotes for the electrical work could not be acquired until the trailer was in place at the Multipurpose Center.

Trustee Grant said she was thrilled to see the Cybermobile in the Knollwood Road shopping center on in her neighborhood.

Vice President Wolfert said she understands the Library's sign-in procedure complying with the Town's request that all persons entering Town Hall sign-in, was going well and that the temperature at the front desk had improved. Acting Director Contrata said the partition had helped and having the doors to Town Hall open only part way had also helped with the temperature at the Library's circulation desk. Vice President Wolfert asked about the hot air curtain and Acting Director Contrata said that DPW Commissioner Al Regula said he was working on getting quotes for the hot air curtain.

Vice President Wolfert asked when Library programs might resume. Acting Director Contrata said the Library had begun programming on a limited basis. The children's room had 2 programs in February that had good attendance and they had started storytime to low attendance but expected it would take time to build up an audience again. The Library has begun book discussions and had one adult program that was not well attended. Librarian Valerie Griffith is in the process of planning additional programs for adults, including a spring film series.

Vice President Wolfert asked about the problem of staff burnout as staff is spending 90 – 95% of their time at public service points. Acting Director Contrata said the schedule has staff rotating in an effort to give them some time away from public service. She said she's looking at the possibility of hiring additional part-time staff. She said she was considering a staff development workshop.

Acting Director Contrata reported WLS is planning on the new circulation system SirsiDynix to go live on April 17. The Library staff has been training at WLS.

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Trustee Palevsky mentioned that the Library at the Multipurpose Center was jam packed with items. Acting Director Contrata said that there were still boxes to be moved into the trailer from that space. She said Friday night was slow but it was too early to make a decision about closing/opening on Friday nights, especially as the summer months are still coming.

Vice President Wolfert asked about the non-circulating library at the Theodore D. Young Community Center. Acting Library Director Contrata said that the community center director requested the collection be a reference (non-circulating) collection as the rest of the community center's collection currently is. This will be monitored and addressed later in the year.

Vice President Wolfert asked what DreamWeaver is and Acting Library Director Contrata said it was a webpage editing software program. President Jacobs said it was an old but very good program and suggested staff borrow the book, *Macromedia Dreamweaver MX 2004 for Windows and Macintosh: Visual QuickStart Guide* from Peachpit Press to help with training.

Trustee Grant asked what further developments had occurred regarding the Ardsley/Elmsford contract. President Jacobs said he had written a letter to the WLS Board President but had not received a response. There is nothing in the WLS minutes regarding Ardsley/Elmsford situation. President Jacobs has heard some information from State Regent Harry Phillips. There was more discussion about this with the Library Board expressing their disappointment with WLS' lack of communication and failure to enforce its Code. Acting Director Contrata said she was hoping to get more involved with WLS, and will begin attending PLDA (Public Library Directors Association) meetings.

Trustee Grant asked how the Acting Director was maintaining contact with other Town departments without attending department head meetings. Acting Director Contrata said she was in touch with the other department heads regularly, especially now that the Library has a presence in Town Hall.

Building Committee

Trustee Palevsky, Chairperson of the Building Committee reported she had a long conversation with Town Engineer Mike Lepre who said things were proceeding smoothly and with a project this size a 3 – 4 month lag before construction begins was to be expected. He told Trustee Palevsky that the contractors had to coordinate schedules, order materials, prepare for demolition and ready themselves for the start of construction. She reported 4 out of the 5 contracts that fall under the Wicks law had been signed by the contractors. The Supervisor had not yet signed the contracts.

Trustee Palevsky also spoke with Triton Construction manager Gregory Chiapperino who is at the site everyday and he said the project is proceeding normally. The demolition of the interior of the Library is proceeding as scheduled. It was reported the contract for the geothermal system had not yet been signed. Vice President Wolfert said that the Town has been working with the New York City Department of Environmental Protection Agency regarding the geo-thermal system, but the state is not contacted until

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New York City has approved the plan. She said the architects are considering changing the plan from a deep well system, which would require a permit from the state, to a well system that would not go as deep and would not require state permits. According to the architect, switching the system would not mean any delays in the project and the project could still incorporate a conventional heating and cooling system if necessary.

Town Council Liaison Juettner said the signed contracts are in the Town attorney's office. Town Attorney Tim Lewis is evaluating the contracts. She reported the Supervisor had asked the outside construction attorneys to look over the contracts and signing the contracts was on the agenda for the Town Board work session on March 6.

Foundation Report

Trustee Palevsky said she had gone to the GPL Foundation meeting on February 27 and said the Foundation was concerned about e-mails from the Supervisor indicating the project is not proceeding smoothly. She said the Foundation was ready to begin fundraising and is excited by the prospect. They need a brochure to start moving forward. She reported a \$5,000 gift in honor of Foundation Board member and children's author Vicki Cobb. Trustee Grant asked about naming opportunities and how funds raised would be designated for use. Acting Director Contrata said it was the Library Board's responsibility to accept gifts and decide their use and said the Foundation had formed a committee to meet with a committee from the Library Board to develop procedures for accepting and naming gifts. Trustee Palevsky said the Library Board should form a committee to meet with the committee from the Foundation.

President Jacobs said that Foundation President Judy Chriss had sent a letter with a draft Memorandum of Understanding attached that said they had appointed 3 members to a committee to meet with the Library Board. Vice President Wolfert and Trustee Leiterman, Foundation liaison, will meet with the Foundation committee to begin developing procedures for naming opportunities.

Old Business

Trustee Palevsky moved to appoint Trustee Grant to another term, of either 4 or 5 years. President Jacobs seconded the motion and the appointment was unanimously approved.

There was discussion about the future Board meetings. It was decided to rotate the Board meetings between the Multipurpose Center and Town Hall. Cory Deitchman will book the next meeting for the Multipurpose Center if available.

New Business

President Jacobs moved to go into Executive Session to discuss personnel issues at 8:40 pm. Trustee Grant seconded the motion and it was unanimously approved.

Executive Session was closed. Trustee Grant moved to approve a merit increase for the Assistant to the Library Director, Cory Deitchman. Trustee Palevsky seconded the motion and it was unanimously approved.

Trustee Palevsky moved to adjourn the meeting. President Jacobs seconded the motion and it was unanimously approved.

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The meeting was adjourned at 9:05 pm.

The next meeting will be held on Thursday, March 29, 2007 at Town Hall.

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