



**Library Board of Trustee Meeting Minutes Approved**

<b>Meeting Date</b>	<b>March 17, 2010</b>		
	<b>Minutes Approval Date</b>	<b>April 21, 2010</b>	
<b>Meeting Time</b>	<b>7:15 PM – 10:10 PM EST</b>		
<b>Meeting Location</b>	<b>Town Hall Cafeteria</b>		
<b>Participants</b>	<u><b>Library Board of Trustees</b></u> Lisa Dinon, David Griff, Frank Musantry, Tomas Saez, Calvin Thomas, Elizabeth Vickery, Darryl Williams	<u><b>Library</b></u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u><b>Town Liaison</b></u> Diana Juettner
<b>Not in Attendance:</b>	George Hayward	<b>Quorum Present?</b>	<b>Yes</b>
<b>Meeting Guests</b>	Terry Lynn Bullock, Kate Colquitt, John Sexton		
<b>Meeting Objective</b>	Regular Monthly Board Meeting		

**Meeting Agenda**

<b>Opening Proceedings:</b>	<b>Comments</b>
<b>1</b> <i>Public Meeting called to order</i> at 7:15 PM by President, Frank Musantry	
<b>2</b> <i>Presentation from invited guests:</i>	
<p>John Sexton, WLS Teen Services Consultant and Young Adult Librarian Kate Colquitt. Presentation regarding online Teen Job Finder Guide. Ms. Colquitt began by thanking the Teen Advisory Group (TAG) formed by the Greenburgh Library Board of Trustees and said she is excited by the possibilities. Ms. Colquitt said that the WLS online Teen Job Finder Guide is a way to advocate for teens by helping them become job ready and prepare for their future. Ms. Colquitt introduced Mr. Sexton.</p> <p>Mr. Sexton said the single most asked question regarding teens is where can I get a job. Mr. Sexton said a lot of schools require community service jobs and teens want jobs to help with their educational costs and for spending money. Mr. Sexton developed a tri-fold brochure at his previous position addressing this issue. He said that WLS, with grant funds, hired a Rutgers student to essentially create the brochure online. The job finder explains how to apply for a job, how to interview, how to create a resume even without experience, etc. The job finder is seen as a tool for libraries and YA librarians for helping their teen population. The Teen Job Finder Guide was launched last year in Eastchester and is currently available on 6 Westchester library websites. Mr. Sexton made it clear that the site is not a job site which is labor intensive to maintain. It is more a referral site that helps teens become job ready and makes connections for teens with employers. Ms. Colquitt said the Board is being asked to assist by making connections with employers. Ms. Colquitt is reaching out to the schools and Town agencies. President Musantry said TAG has a list of local businesses. TAG will reach out to those businesses. Mr. Sexton suggested the focus be on employers that traditionally hire teens such as senior centers, golf courses, amusement parks. Trustee Griff emphasized that the site and focus is more on job readiness and that employers were not expected to only list current job opportunities but to give back to the community by mentoring and educating teens about the job market.</p>	

	<p>Unique Management Systems – Terry Lynn Bullock                  Ms. Bullock was introduced and said that the Library was about 2 months into the collection process with UMS. Ms. Bullock said UMS had been in the library collection business for 15 years and that libraries typically focus on material recovery and want patrons to continue utilizing the library. Ms. Bullock reviewed the collection procedure saying it was a 4 month process beginning with a series of letters to patrons who owed more than \$25 and were at least 60 days overdue with at least 1 lost item (criteria set by GPL). Approximately 80% of libraries institute fine only collection procedures. The first letter notifies the patron of the outstanding balance. After 3 weeks a letter is sent to reiterate the first letter. The first phone calls are made about 35 – 40 days into the process. Approximately 15% of patrons respond to the first phone call. UMS takes a <i>Gentle Nudge</i> approach. Gentle Nudge has been trademarked by UMS. UMS skip traces bad addresses. UMS works in conjunction with the circulation software Sirsi and receives patron name, address, date of birth, phone #, account number and balance due. No list of items is received by UMS in order to maintain patron confidentiality. If partial payment is made another letter is sent stating the remaining balance owed. UMS does not mention the debt on any messages left but asks the patron to call GPL. During the 2<sup>nd</sup> 60 days patrons are informed that they might be turned over to the consumer reporting agencies. They are credit reported if after 120 days they have a balance of over \$25. Libraries average about 20% debt recovery. Ms. Bullock said that UMS will only speak to adults, that if an account is that of a juvenile UMS will only speak to a parent or guardian of the juvenile and that no juvenile is ever credit reported. Currently only GPL cardholders are referred to UMS. That setting could be changed to include Westchester cardholders that have balances owed to GPL. Ms. Bullock said that if 2 libraries work with UMS then the library with the higher balance is charged the UMS \$8.95 referral fee. There was discussion about referring cardholders from other Westchester libraries and the possible issues that would involve. Ms. Bullock said on average 1% of a library's patrons would be referred to UMS.</p>	
3	<p><b>Public Comments:</b> Mr. Hal Samis.</p>	
4	<p><b>Vote to adopt previous month's minutes:</b></p>	<p><b>Motion by: Vice President Thomas</b>  <b>Second by: Trustee Saez</b>  <b>In Favor: Unanimous</b></p>
5	<p><b>Treasurer's Report</b>  <b>Vote to adopt Treasurer's Report</b></p>	<p><b>Motion by: Secretary/Treasurer Dinon</b>  <b>Second by: Vice President Thomas</b>  <b>In Favor: Unanimous</b></p>
6	<p><b>Accounts Payable Report:</b>  <b>Presented by Secretary/Treasurer Dinon</b>                  Review bills and authorize payment of bills for February 1 – March 10, 2010, in the amount of \$66,429.34 from the operating account.  <b>Motion by: Secretary/Treasurer Dinon</b>  <b>Second by: Vice President Thomas</b>  <b>In Favor: Unanimous</b></p> <p>Review bills and authorize payment of bills for December 31, 2009, in the amount of \$50.06 from the operating account.  <b>Motion by: Secretary/Treasurer Dinon</b>  <b>Second by: Vice President Thomas</b>  <b>In Favor: Unanimous</b></p>	
<p><b>Resolutions:</b></p>		
7	<p><b>Resolution #0310-1 Description:</b>                  Vote to approve the Library Board of Trustees bylaws as changed at the February 17, 2010 meeting.  <b>Motion by: Trustee Griff</b>  <b>Second by: Vice President Thomas</b>  <b>In Favor: Unanimous</b></p>	
	<p><b>Resolution #0310-2 Description:</b>                  Resolution to change the circulation period of express DVDs, Resolution tabled to April meeting to allow for further explanation and review. Administration will provide the Library Board with a report more clearly defining express DVDs.</p>	
	<p><b>Resolution #0310-3 Description:</b>                  Resolution to change the reserve fee policy. Resolution tabled to April meeting to allow for further explanation and review.</p>	

	<p><b>Resolution #0310-4, Description:</b> Vote to approve elimination of three month grace period for returning lost item fees. <b>Motion by: Trustee Griff</b> <b>Second by: Trustee Saez</b> <b>In Favor: Unanimous</b></p>
	<p><b>Resolution #0310-5, Description:</b> Resolution to adopt ALA Freedom to View Statement. Tabled to next month</p>
	<p><b>Resolution #0310-6, Description:</b> Resolution to endorse ALA Access to Digital Information, an interpretation of Freedom to View Statement. Tabled to next month.</p>
	<p><b>Resolution #0310-7, Description:</b> Vote to approve annual increment for Part-time Library Clerk Joan Crosser, effective April 4, 2010. <b>Motion by: Trustee Saez</b> <b>Second by: Trustee Braswell</b> <b>In Favor: Unanimous</b></p>
<p><b>Reviews by Committee:</b></p>	
8a	<p><b>Administrative Report</b> <b>Presented by Library Director: Eugenie Contrata</b></p> <ul style="list-style-type: none"> <li>• February statistics were a little down due to the snow storms in February</li> <li>• The new copiers/printers are in place. There have been some glitches as expected with a new system but things are running well.</li> <li>• It was pointed out the Library might be adding a book discussion club to its schedule. The club was recommended by Town Clerk Judith Beville.</li> <li>• The Library sent its first shipment of 2 boxes of books to a library in Spain as part of the fledgling book exchange program.</li> <li>• Based on WLS statistics the Greenburgh Library is once again a significant “net lender” in WLS.</li> <li>• Committee met with Lisa Areford of NYS Library Development and Terry Kirchner, Executive Director WLS to discuss Free Direct Access Plan. The Greenburgh Library will be on the WLS committee looking at the Free Direct Access Plan which Lisa Areford said contains no enforcement mechanism.</li> </ul>
8b	<p><b>Personnel Committee Report</b> <b>Presented by Chair: Elizabeth Vickery</b> Trustee Vickery said there was a personnel matter to discuss in Executive Session.</p>
8c	<p><b>Building Committee Report</b> <b>Presented by Chair: Trustee Saez</b></p> <ul style="list-style-type: none"> <li>• A major leak was discovered during the recent rain storm. Trustee Saez suggested that payment to the contractor be withheld until an independent architectural report is submitted. There is major leaking in the Access/Technical Services area of the Library. Six of 18 windows were leaking and the librarians office at the far end of the area is completely soaked. It was stated that there were perhaps too many weep holes put in by the architect. Department of Public Works Commissioner Victor Carosi is consulting with the Library Board’s building committee on each item in the building before authorizing payment.</li> <li>• The HVAC system was working better. The upper level heating issues had been fixed and the temperature was comfortable. The lower level temperature was still inadequate. The broken compressor had been replaced but a part was missing. Once the part is installed the lower level will be reevaluated. The Building Committee is working with the engineer and the HVAC system monitors. With the warmer weather it might be necessary to wait until next year to reevaluate the lower level heating.</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>• The next policies to review for the committee will be the Internet Usage Policy, the Meeting Room Policy, and the Library Card Registration Policy.</li> <li>• The ALA Freedom to View Statement and the Access to Digital Information Statement will be voted on at the next Board meeting.</li> </ul>

8e	<p><b>Advocacy Committee Report</b>  <b>Presented by Chair: Elizabeth Vickery</b></p> <ul style="list-style-type: none"> <li>• The Sprain Brook Nursery responded positively to the Teen Job Finder Guide stating they thought it was an excellent community project. Most companies said they were short staffed and could not offer any time to the project.</li> <li>• Trustee Vickery said each Trustee could identify local businesses that might be receptive to the idea. Each Trustee could choose a few local businesses to call from the list compiled by the Advocacy Committee. Getting behind this project will show the Library staff that the Board supports their efforts. Town Board Liaison Juettner suggested contacting county legislators Tom Abananti and Alfreda Williams about county level jobs to add to the Teen Job Finder Guide.</li> <li>• Trustee Vickery said the goal would be to launch the site on the Library’s website by April.</li> </ul>
8f	<p><b>Library Foundation Report</b>  <b>Presented by Trustee Griff</b></p> <ul style="list-style-type: none"> <li>• The Foundation meeting was strictly about the Books &amp; Cooks event to take place on Monday, April 12.</li> <li>• To show support the Board can buy tickets and try to sell tickets to friends and neighbors.</li> <li>• Tickets to the event are \$99 or a journal ad could be placed in the journal which will include recipes from the participating restaurants and authors.</li> </ul>
8g	<p><b>Friends Liaison Update</b>  <b>Presented by Secretary/Treasurer Dinon</b></p> <ul style="list-style-type: none"> <li>• Meeting not well attended as many Friends are away.</li> <li>• Early planning stages for Fall book sale.</li> <li>• There were some questions on the funding proposal the Library sent the Friends. Director Contrata said the Friends need to decide what they want to fund by March.</li> <li>• The Friends want to move their social event to May 14.</li> </ul>
9	<p><b>Accomplishments since last meeting.</b></p>
a	<p><i>Library Heating Issues – Previously discussed.</i></p>
b	<p>Management of Electrical Usage  President Musantry met with a representative of NYPA. It was discovered that any usage over 30 days was pro-rated. The Library is not being overcharged. There is a hefty delivery charge from Con Edison. President Musantry will investigate possible reimbursement of funds while the Library was without electricity due to the power outage.</p>
c	<p><i>Strategic Plan – Trustee Braswell volunteered to help with the strategic plan. Preliminary report to be presented at next Board meeting.</i></p>
d	<p><i>Security System Options – Tabled for next month</i></p>
e	<p><i>Library Services Contract Discussion – Discussion of history with Elmsford took place. The Library has been trying to meet with the Mayor of Elmsford for the past 9 months. Ms. Areford of NYS Library Development Department said one option is to change the legislation governing the Library to include Elmsford in the Library’s boundary. The discussion included the consideration to withdraw from the Westchester Library System. A further review of this possibility will take place. Other options were mentioned as well.</i></p>
f	<p><i>Official Library Status for NY Rangers, Knicks, &amp; Liberty – President Musantry is scheduled to meet with the NY Liberty Thursday, March 18.</i></p>
g	<p><i>Status of capital projects – The Building Committee will meet with Director Contrata and have proposal ready for next meeting.</i></p>
h	<p><i>Support of WLS Advocacy for NYS library funding – President Musantry attended Library Lobby Day in Albany on March 1. It was very well put together. Only Susie Oppenheimer was willing to fund libraries offering \$50,000 to each library in her system and \$50,000 to WLS from one of her funds. President Musantry will speak to Andrea Stewart-Cousins.</i></p>
i	<p><i>Library Board/Staff Breakfast – very successful.</i></p>
j.	<p><i>Town Hall Meeting with Governor Patterson to discuss State budget – President Musantry asked about support for Library Budgets which was never answered.</i></p>
10	<p><b>New Business Discussions</b></p>

	The Library Board had previously decided to split the Treasurer/Secretary position into 2 offices. <b>Vice President Thomas moved to nominate Lisa Dinon as Treasurer and Tomas Saez as Secretary. Trustee Griff seconded the nominations and they were unanimously approved.</b>	
<b>a</b>	<i>Committee Assignments</i> Trustee Williams was appointed to the Finance Committee. Trustee Braswell was appointed to the Strategic Planning Committee.	
<b>b</b>	<i>Unique Management Results</i> – No further discussion took place.	
<b>c</b>	<i>Report on NYS Library Lobby Day</i> – Previously discussed.	
<b>d</b>	<i>Teen Job Finder Guide</i> – No further discussion took place.	
<b>e</b>	<i>Changes to Meeting/Agenda format</i> – No change will currently be made.	
<b>f</b>	<i>April – discuss Jerry Nichols training &amp; NYLA membership</i> – Tabled to next month.	
<b>g</b>	<i>Friends Request to Use Multipurpose Room, May 14, from 6:00 – 9:00 p.m.</i> <b>Trustee Griff moved to allow Friends use of Multipurpose Room, May 14, from 6:00 – 9:00 p.m. Vice President Thomas seconded the motion. It was unanimously approved.</b>	
<b>h</b>	<i>Elmsford School District Emergency Shelter Request</i> – There was discussion. It was decided the Library Board would have a meeting with the Elmsford School District Superintendent to discuss the sheltering agreement.	
<b>11</b>	<b>Announcements &amp; Reminders</b>	
	Mar 24	Monthly Friends Meeting, 7:30 pm Small Conference Room
	Apr 7	WLS Trustee Institute with Jerry Nichols 6pm – Registration Required
	Apr 11 - 17	National Library Week
	Apr 12	Books & Cooks Gala 6pm – 9 pm
	Apr 15	WLS Book & Author Luncheon at Abigail Kirsch – Ticket Required – Cost - \$75
	Apr 17	Library Board President’s Meeting from 10 am to 12 noon, Multipurpose Room
	Apr 21	Library Board of Trustees Meeting, 7:15 pm Multipurpose Room
	May 14	Friends dessert party from 6 pm to 8 pm –NEW DATE
<b>Closing Proceedings:</b>		
<b>12</b>	<b>Executive Session – 10:03 p.m.</b> Motion to open Executive Session to discuss personnel issue.	<b>Motion by: Trustee Griff</b> <b>Second by: Trustee Vickery</b> <b>In Favor: Unanimous</b> There was discussion regarding the personnel issue.
<b>13</b>	<i>Motion to close Executive Session – 10:30 P.M.</i>	<b>Motion by: Trustee Saez</b> <b>Second by: Vice President Thomas</b> <b>In Favor: Unanimous</b>
<b>14</b>	<b>Public Meeting adjourned at 10:31 p.m. by President Musantry</b>	<b>Motion by: Vice President Thomas</b> <b>Second by: Trustee Saez</b> <b>In Favor: Unanimous</b>
<b>Unapproved minutes will be made available within 2 weeks following each meeting.</b>		