

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 29, 2007
(Rescheduled from March 22, 2007)

7:15 pm

Approved May 10, 2007

Present: George Hayward, Howard Jacobs, Estelle Palevsky, Susan Wolfert;
Diana Juettner, Eugenie Contrata, Marilyn Greiner, Mel Lipetz, GPL
Foundation & Friends Liason

Visitors: Robert Reninger, Hal Samis

President Jacobs called the meeting to order at 7:20 pm.

President Jacobs asked if the visitors had any questions or comments.

Mr. Samis raised questions about the availability of money in the construction budget for furniture, technology and additional payments to Triton. He also said the geothermal contract should be void because more than 90 days has passed since it was awarded by the Town.

Mr. Reninger asked about periodical subscriptions, a reading room at Town Hall and the security of the Library's collection.

Trustee Palevsky moved the minutes from the March 1, 2007 meeting be accepted as presented. Vice President Wolfert seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward said the bills had been reviewed and were in order except for one bill in the amount of \$66.30 that had to be added to the accounts payable list. Secretary/Treasurer Hayward moved the bills from February 22, 2007 through March 21, 2007 in the amount of \$26,054.95, plus the \$66.30 be approved for payment. Vice President Wolfert seconded the motion and it was unanimously approved.

Vice President Wolfert asked about budget line 180.0, Overtime. Acting Director Contrata said she had to follow up with the Comptroller's Office regarding the overtime charge. Vice President Wolfert asked if budget line 414.4, Online Services, was a consistent charge or was charged inconsistently. Acting Director Contrata explained that it was similar to subscriptions and was charged as online services were due for renewal. Vice President Wolfert asked about budget line 430.0, Insurance Expense and whether the Library should seek a formal budget revision.

Vice President Wolfert moved to approve the Treasurer's Report. Trustee Palevsky seconded the motion and the Treasurer's Report was unanimously approved.

Administration Report

President Jacobs asked how the new Cybermobile stop at the Greenburgh Shopping Center was progressing. Acting Director Contrata said it was doing well, that people were stopping by and she was expecting it to continue to increase in business.

There was discussion about additional book drops being placed around Town and the para-transit vehicles Westchester County had offered to the Town. Acting Director Contrata said that once the new WLS delivery system included Olympic Lane as a pick-up location, which is scheduled for April, the need for a vehicle will be greatly diminished.

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 29, 2007
(Rescheduled from March 22, 2007)

7:15 pm

Approved May 10, 2007

President Jacobs said that the automation change being planned, going from Dynix to Sirsi, will have a great impact on patrons and asked about putting out material to patrons explaining the change and the impact it would have on them. Acting Director Contrata said that Nancy Burkley, Part-time Public Relations Assistant, was working on that in conjunction with Acting Assistant Director Greiner.

Trustee Wolfert asked about the reported shift in policy at WLS mentioned in the Library Administration Report. Acting Director Contrata said it was more a change in attitude and approach since the new Director of WLS had started, demonstrating a willingness to respond to libraries' concerns and function more as a support agency to the 38 member libraries rather than as the lead agency.

There was discussion about the WLS response to the Elmsford/Ardsley contract situation which has been non-existent. It was stated there has been a severe lack of communication on the part of WLS and a lack of leadership had been demonstrated.

Acting Director Contrata reported the theft of the multi-media projector that was formerly in the conference room at the old Library, explaining it had been put in the trailer along with all the other computers destined for the trailer, then stored in the children's room in preparation of the moving of the administration trailer. The trailer move was delayed 3 weeks and then all the computers, including the Multi-media projector (at least its case) had been placed in a DPW van and eventually moved back into the trailer after it had been placed behind the Multipurpose Center. It was a month before Library Administration moved into the trailer where it was discovered the multi-media projector had been removed from its case. The theft was reported to the Greenburgh Police.

Personnel Committee

Trustee Palevsky reported that the Personnel Committee was planning to meet in two weeks to discuss issues of concern. She said, Committee Chair Trustee Grant wants to have a Trustee/Staff meeting to keep the lines of communication clear and open. This meeting will be scheduled as soon as possible.

Building Committee

Trustee Palevsky reported that the Building Committee had met with architects Sal Coco, and Todd Harvey along with Acting Director Contrata to begin discussions regarding the interior design. The discussion included the evaluation of materials to be used in the new Library. The next meeting will take place at the offices of Beatty, Harvey & Associates which will allow for the viewing of sample materials and for members of the Board who work in the city to attend.

Acting Director Contrata said she had met with the Children's Librarians to begin designing the Children's Room to conform to the *Star Quest* theme approved by the Library Board. This meant looking back at the ideas and materials originally produced regarding this theme. The Children's Librarians and Acting Director Contrata then met with architect Sal Coco. They presented their ideas to the architect. The architect will

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 29, 2007
(Rescheduled from March 22, 2007)

7:15 pm

Approved May 10, 2007

present back to the staff their ideas incorporating the *Star Quest* theme and a presentation to the Library Board will follow.

Trustee Palevsky said she was waiting for plans of the closed loop Geo-thermal system so the Building Advisory Committee could evaluate them. The plans have been requested from the Commissioner of the Department of Public Works, Al Regula.

President Jacobs said he had met with construction manager, Gregory Chiapperino who said the Library was completed gutted and they were removing trash from the old Town Hall in preparation for its demolition. Mr. Chiapperino said they had received tree permits.

Bylaws

Acting Director Contrata said that the Library Board had changed its bylaws in September 2006 to extend the terms of the Board of Trustees to 5 years from 4. She said there was question on whether the Board had the right to change its own terms. In researching the Department of Education Law, she found section 226 which states that the Board of Trustees of every corporation had the right to "fix the term of office and number of trustees" as long as such a change conforms to the Library's charter or is not otherwise prohibited by law. Library's charter states the term of office for Trustees is 5 years. The Library Board had mistakenly changed the terms to 4 years. Five year terms are correct in conjunction with the Library Charter. Library Administration will research when Trustees were appointed and when terms are up. She said the charter had been changed in 1995 to change the number of Trustees but not the term length. The bylaws passed in September 2006 will be submitted to the State Department of Education and the Town Clerk.

Foundation Report

President Jacobs said the Board had sent a revised Memorandum of Understanding to the GPL Foundation in response to the one the Foundation had sent the Library Board.

Acting Director Contrata said that Judy Chriss, the President of the Foundation had asked for the Foundation Board to review the document in preparation for discussion and a vote at the next Foundation meeting, which will be held on May 1.

Vice President Wolfert said that instead of two committees from the respective Boards meeting on a regular basis, there would be a liaison from each Board to the other to keep the communication flowing.

President Jacobs reported he had met with Judy Chriss. He said the Foundation is interested in any contacts Library Board Trustees might have so they could begin to make phone calls and solicit funds. He asked the Trustees to submit any names they thought appropriate, preferably with some connection to Greenburgh. President Jacobs said he had suggested Stargate, a website that lists foundations and the type of organizations that they make donations to and gave Judy the name of a pro-bono advertising organization in Westchester. He said the Foundation is working on a theme for their campaign. Acting Director Contrata said she had suggested a possible campaign theme at the Foundation meeting, *Imagination, Inspiration and Information* and that Ms. Chriss would welcome ideas and suggestions from the Library Board.

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 29, 2007
(Rescheduled from March 22, 2007)

7:15 pm

Approved May 10, 2007

Acting Director Contrata said the Foundation wanted to know how much space was allotted in the design for donor recognition. She called Fred Seisel a professional ceramic tile designer and former Library Board member, to ask for his input in designing tiles or bricks for donor recognition.

Acting Director Contrata reported the Foundation had 2 new members, one a marketing professional who will help design a brochure for the Foundation for free. She reported Mel Lipetz was selected as the Foundation liaison to the Library Board.

Old Business

Trustee Palevsky moved to resolve that the Library close at 12:30 pm on April 6, December 24, and December 31 to conform to the union contract. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

New Business

There was discussion about the Cybermobile.

Vice President Wolfert moved to adopt the June 30 – September 1, 2007 Cybermobile schedule as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Vice President Wolfert moved to approve the part-time salary increases as presented. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Announcements

There was discussion about where the Library Board meetings would take place. Acting Director Contrata requested meetings take place at the Multipurpose Center. It was decided that in general the Library Board meetings will take place at the Multipurpose Center, with occasional meetings at Town Hall. The schedule for the next four meetings will remain as already decided.

Acting Director Contrata said Nancy Burkley will be going to the Book and Author Luncheon on April 19.

Mr. Lipetz invited the Library Board to the annual meeting of the Friends of the Greenburgh Library, Thursday, April 12 at 7:30 pm at Town Hall.

Secretary/Treasurer Hayward moved to go into Executive Session at 8:30 pm to discuss personnel issues. Vice President Wolfert seconded the motion and it was unanimously approved.

Vice President Wolfert moved to close the Executive Session at 9:00 pm. Trustee Palevsky seconded the motion and it was unanimously approved.

Vice President Wolfert moved to adjourn the meeting at 9:05 pm. Trustee Palevsky seconded the motion and it was unanimously approved.

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, March 29, 2007

(Rescheduled from March 22, 2007)

7:15 pm

Approved May 10, 2007

The next meeting will be held on Thursday, April 26, 2007 at the Multipurpose Center at Olympic Lane.

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