

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, May 10, 2007

(Rescheduled from April 26, 2007)

7:15 pm

Approved May 24, 2007

Present: Ginger Grant, George Hayward, Howard Jacobs, Mindy Leiterman, Estelle Palevsky, Susan Wolfert; Eugenie Contrata Acting Director, Marilyn Greiner Acting Assistant Director, 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 asked if the Library Board had publicly discussed taking over the space in Town Hall currently occupied by the credit union. He stated the credit union lease contains a clause stating the space could be vacated in 6 months for any Town need.

Mr. Samis stated that the Bond is \$2.4 million short if what was originally proposed is included in the new building.

Mr. Reninger stated that his questions from January had not been answered.

Trustee Palevsky moved the minutes from the March 29, 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 March 21, 2007 through April 18, 2007 in the amount of \$12,557.00 be approved for payment. Vice President Wolfert seconded the motion and it was unanimously approved.

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

Vice President Wolfert asked about the WLS delivery system and whether an extra stop had been added to the route to include the Library at the Multipurpose Center. Acting Director Contrata said that the company who won the bid for the delivery service, Select, had asked WLS for \$13,000 to add the Multipurpose Center as a stop on the delivery route. WLS said this was too costly and is trying to rework the route to demonstrate to Select that the additional cost need not be that high. Acting Director Contrata reported that the part-time Cybermobile driver Nick Ribaudo had volunteered to come in an hour early and use the Cybermobile to make deliveries between the Town Hall and Multipurpose libraries. On Tuesdays and Thursday the DPW maintenance crew who clean the Library and Administration Trailer also make deliveries between the 2 libraries. President Jacobs said he had spoken with Supervisor Feiner about the need for a vehicle and Supervisor Feiner will speak with the County regarding the Para-transit vehicle that the County had said they could donate to the Town.

Vice President Wolfert asked about the chart included in the packet that gives the total staff vacation accruals by position. It was explained that the amount of weeks shown is by position, showing the amount of weeks totaled for all individuals in that position.

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Acting Assistant Director Greiner gave the Board an update on the implementation of the new WLS circulation system, Unicorn, a SirsiDynix company product. Ms. Greiner reported that Sirsi is improving after a difficult beginning. WLS suspects that Sirsi was not prepared for the migration. When the system went live, 186,000 titles were missing from the catalog. Now things are running much better. iBistro, the online public access catalog, is working better, patron holds are being filled, communities without libraries have been removed from listing of pickup locations, and new items can be added to the collection. Acting Assistant Director Greiner said the circulation numbers should improve as hundreds of items have been requested from GPL through the Inter Library Loan system. There had been no access to the catalog since March 22; therefore no processing of new materials had been able to occur. Items were waiting to be linked to the system. This process had begun and is almost finished which will allow the Library to have new materials available to patrons. The system allowing patrons to access their records via telephone has been operating since last Friday, May 4.

Personnel Committee

Personnel Committee Chair Grant said that the job announcement for the Library Director position was almost ready. Trustee Grant said she has been in contact with Westchester County regarding the minimum civil service requirements. Qualifications can be added to those minimum requirements. WLS will put an advertisement in Metro Magnet and NYLink and distribute it to local library schools. Trustee Grant is pricing the professional journals and asked if the Board was interested in advertising in the New York Times. After discussion It was decided to focus on the professional journals initially. Acting Director Contrata reported there was \$10,000 in the budget for advertising. Trustee Grant said the New York Public Library Association will place the ad on its website for free. There was discussion about placing the ad on other websites which might include some low cost non-profit websites.

President Jacobs asked about the Librarian II list that will be used to fill the vacancy created when Judi Braudy retired. Acting Director Contrata explained that the Library received the list today, May 10 and will canvas the list if necessary and then interview candidates or appoint someone depending on the list.

Building Committee

Trustee Palevsky reported architect Sal Coco told her that the pouring of concrete was ready to begin and that the steel for the new building had been ordered. Trustee Palevsky reported the demolition of the old Town Hall had been delayed as there was more asbestos in the building than had been expected. She reported that an additional cost of approximately \$100,000 was expected for asbestos abatement. President Jacobs said the old Library building had been completely gutted and that new partitions were in the process of being put up.

Bylaws

Vice President Wolfert reported that Trustee Grant had been appointed for a five-year term by the Town Board on May 9.

There was discussion regarding the terms of the Board of Trustees. Acting Director Contrata explained that the charter put the Board terms at 5 years and therefore the bylaws stating Board terms at 4 years is incorrect.

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Vice President Wolfert moved that the current terms for Library Board of Trustees be extended by 1 year and all subsequent terms be for 5 years. Trustee Palevsky seconded the motion and it was unanimously approved.

Foundation Report

Trustee Leiterman reported she had been unable to attend the last Foundation meeting but the Foundation minutes stated that discussion regarding the memorandum of understanding between the Library Board and the GPL Foundation Board had been put off until a Library Board Trustee was present.

Acting Director Contrata said that she and the Library Board building committee had met with Fred Siesel regarding a structure in the new Library recognizing donors. She said that ceramic tile design was Mr. Siesel's business and he was going to provide the Foundation Board with examples from other libraries and the costs involved. Acting Director Contrata invited him to the next Foundation Board meeting on June 4. Mr. Siesel has offered to donate his time to this project.

Acting Director Contrata said that the Foundation was almost ready with a brochure.

Old Business

Acting Director Contrata said she had found an opinion from the State Comptroller from 1980 regarding gifts to libraries. The opinion states that gifts to a library by a public agency had to be included in the library's operating budget but if private funds are received the Board of Trustees has jurisdiction over the funds and they do not affect the budget.

Vice President Wolfert asked a number of questions about the State Report.

New Business

After some discussion, Trustee Palevsky moved that the Library be closed on Sunday from May 27 through September 2. Trustee Grant seconded the motion and it was unanimously approved.

Announcements

The next meeting will be held on May 24, 2007, at 7:15 pm, in the Multipurpose Center at Olympic Lane.

Trustee Leiterman moved that the Board go into Executive Session to discuss personnel matters. Trustee Grant seconded the motion and it was unanimously approved.

Trustee Palevsky moved to close Executive Session. Vice President Wolfert seconded the motion and it was unanimously approved.

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

The meeting was adjourned at 9:00 pm.

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