



300 Tarrytown Road, Elmsford, NY 10523

Greenburgh Public Library

Putting Service First

Library Board of Trustee Meeting Minutes Approved

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| Meeting Date | May 28, 2009 | Minutes Approval Date | June 25, 2009 |
| Meeting Time | 7:15 PM – 10:10PM EST | | |
| Meeting Location | Greenburgh Library – Multipurpose Room | | |
| Participants | <u>Library Board of Trustees</u> Frank Musantry Thomas McCarthy George Hayward Tomas Saez Calvin Thomas | <u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman | <u>Town Liaison</u> Diana Juettner |
| Not in Attendance: | Diane Creston | Quorum Present? | Yes |
| Meeting Guests | Terry Kirchner, President, WLS Naseem Jamali, Trustee, WLS Board of Trustees | | |
| Meeting Objective | Regular Monthly Board Meeting | | |

Meeting Agenda

| Opening Proceedings: | | Comments |
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| 1 | Public Meeting called to order at 7:15 PM by President – Frank Musantry | |
| 2 | Public Comment: a. No public comments. | |

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| <p>3</p> | <p>Presentation from Invited Guest(s): a. Terry Kirschner, President, WLS</p> | <p>Mr. Kirschner introduced himself, saying he has been at WLS for 5 months and that he is looking for new ways WLS can give better and different types of service in order to meet the needs of the member libraries.</p> <p>President Musantry asked how and why the WLS configured the 14-16 WLS districts the way they are, saying GPL is in a district with the Rivertown libraries with whom GPL has little in common, other than location. He said GPL has more in common with larger libraries. Mr. Kirschner said the districts were set up at state level. He said WLS is trying to generate conversations between similar institutions to identify topics and needs of similar libraries and said the idea was to have community type meetings inside and outside districts.</p> <p>President Musantry asked about the expenses WLS charges member libraries, citing the \$143,000 charged for Westlynx, explaining that GPL lends materials to other libraries at a greater proportion than it receives from other libraries. He said this generated a lot of work. President Musantry said that GPL gets the same vote as a smaller library but has different needs and workload. Mr. Kirschner said that PLDA is probably the venue to discuss this issue as they set the policies while WLS institutes them.</p> <p>President Musantry said that the GPL Bookmobile is currently off the road due to budgetary constraints. He said the bookmobile costs a lot to operate, maintain and run. There was discussion about sharing the bookmobile with other libraries or exchanging the larger bookmobile for a smaller vehicle in order to provide service to homebound patrons. Mr. Jamali asked that the Library Board e-mail him any needs or questions that might arise. GPL will e-mail Mr. Jamali the Library Board minutes every month.</p> <p>Mr. Kirschner announced that a Trustee Institute would be held on August 26, at WLS. Josh Cohen, the Executive Director of the Mid-Hudson Library System would be speaking. The topic will be how to evaluate your library director.</p> |
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| 4 | <p><i>Vote to adopt previous month's minutes:</i> Vice President Hayward moved to approve the April 30, 2009, minutes with the following changes: Show Diana Juettner as present and remove the content of the public comments.</p> | <p>Vice President Hayward asked why the minutes included the public comments. It was decided not to include public comments in the minutes. Motion by: Vice President Hayward Second by: Trustee McCarthy In Favor: Unanimous</p> |
| 5 | <p><i>Accomplishments since last meeting.</i></p> | |
| a | <p><i>Library Board of Trustee Replacement</i></p> | <p>President Musantry said he and Secretary/Treasurer Calvin Thomas interviewed four candidates for the Trustee vacancy and would have a recommendation later in the meeting.</p> |
| b | <p><i>Increasing Library Board Membership</i></p> | <p>There was discussion about increasing the Library Board membership and the process involved. Vice President Hayward moved to start the process of changing the charter to allow for nine Trustees on the Library Board of Trustees. Trustee Saez seconded the motion. In Favor: Unanimous</p> |
| c | <p><i>Next Steps for Creation of 5 Year Plan</i></p> | <p>President Musantry said Trustee Creston was not able to follow up on the 5 year strategic plan, and he will take over spearheading this effort and report back to the Board at the next meeting.</p> |
| d | <p><i>Meeting Room Policy</i></p> | <p>Will be discussed later in the meeting.</p> |
| e | <p><i>Plan for Town Board Update in June</i></p> | <p>President Musantry said he had been unable to appear before the Town Board in May, but will get on the agenda in June.</p> |
| 6 | <p><i>Accounts Payable Report:</i> Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. April 24, 2009–May 20, 2009, in the amount of \$17,947.87.</p> | <p>Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward In Favor: Unanimous</p> |
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| Reviews by Committee: | |
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| 7 | <p>Administrative Report Presented by Library Director: Eugenie Contrata</p> <p>Director Contrata said the circulation statistics were similar to 2006, but that Internet usage statistics were up considerably with 14,795 Internet sessions since January 2009. This demonstrates that patrons want to have a place to be and that library usage was no longer reflected in circulation stats alone. Director Contrata said the Library was offering fewer programs but they were more successful, with attendance increasing. The Library is exploring offering more children's programs on the weekends. She said the Library will experiment with an information desk in the lobby to capture the reference questions being asked at the circulation desk instead of at the reference desk now that the Library is on two floors. Director Contrata pointed out Library Assistant Spanish Speaking Diana Lennon's encounter with a Spanish speaking patron who had stopped by to see what the beautiful new building was. It was his first time in a library in the US. Ms. Lennon explained what the Library offered and he signed up for a library card, used the Internet to e-mail his family in Ecuador and signed up for computer classes. He is now a regular library patron. Director Contrata said this was a prime example of what the Library is about. Director Contrata said that she was planning on capturing what parts of the collection circulates the most, as the next set of statistics that she wants to examine.</p> <p>President Musantry said that as the Library investigates new copier companies for the new building the Library should ensure that new copiers be able to handle 100% recycled paper and have the ability to copy both sides of paper.</p> <p>Trustee Saez asked Mr. Kirschner if WLS had examined the relationship between patrons served and dollars spent. Mr. Kirschner said he wasn't sure if WLS had made that connection yet. Mr. Kirschner said WLS was looking at an upgrade which would enable it to capture the wireless Internet usage.</p> |
| 8 | <p>Finance Committee Report Presented by Chair: Calvin Thomas</p> <p>a. Secretary/Treasurer Thomas there was a scheduled meeting with the Town Comptroller to talk about better ways of capturing the financial data for the Library.</p> |
| 9 | <p>Building Committee Report Presented by Trustee Saez</p> <p>a. There was no building committee report.</p> |
| 10 | <p>Policy & ByLaw Committee Report</p> <p>There was discussion about the draft meeting room policy. It was decided that civil weddings could take place in the Library, at the discretion of the Library Director. The children's program room will not be available for use by outside organizations and alcohol will not be permitted at Library events. Events already scheduled will be grandfathered in. There will be a draft for vote at next month's meeting.</p> |
| 11 | <p>Personnel Committee Report</p> <p>Trustee McCarthy said the Personnel Committee had nothing to report.</p> |

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New Business/Discussions

- a. Director Contrata reported that the Hudson Valley Blood Service was holding a blood drive at the Library on Monday, June 29, from 11:30 a.m. – 3:00 p.m.
- b. Director Contrata said that there had been a theft of Library fines in 2008 but the Library's petty cash had not been properly reimbursed. The Library is now properly reimbursing the petty cash.
- c. Assistant Director Greiner reported on her investigation into the use of a collection agency to recover long overdue library materials and outstanding fines. There was discussion on the matter and it was decided to invite Unique Management Services to give a presentation to the Library Board at the next meeting. Unique Management Services has access to the WLS circulation records. Trustee Saez moved to add the following language to the Library's loan policy **"The Library will impose additional fees related to recovery of overdue materials."** Vice President Hayward seconded the motion and it was unanimously approved.
- d. Director Contrata said the projected expenses are on target for 2009. She explained that there were areas of deficit and areas of surplus and spoke about the plan to utilize the remaining salary of the retired full-time Library Clerk.
- e. There was discussion about the Library allowing the Xposure program to sell ice cream at the Library as part of the program to teach children about proper business practices. Secretary/Treasurer Thomas moved to approve the Xposure program by restricting the location of cart, allowing no solicitation and no ice cream products in the Library. Trustee Saez seconded the motion. The motion was approved by a vote of 3 to 2, with Trustee McCarthy and Vice President Hayward voting no.
- f. Director Contrata reported that there had been discrepancies with the cash in the cash register. The Library has instituted new procedures, trained employees and the discrepancies have all but been eliminated.
- g. There was discussion about the proposed change of operating hours. Director Contrata explained that in order to open the Library six nights per week scheduling changes for the full-time staff would be required. The union contract prohibits unilateral changes in the employee's schedules; therefore Director Contrata will approach the staff about voluntary schedule changes.
- h. Director Contrata reported that the Library will be featured in the July issue of Westchester Magazine as the Best Library in Westchester. There will be a party at the Glen Island Harbor Club. If the Library wants a table three staff members will be given free tickets to work the table. Tickets are \$50 each for each additional staff member and the Library could purchase an official plaque for \$170. Trustee Saez pledged to purchase a ticket for each staff member who wants to attend the party, beyond the three free tickets to work the table. President Musantry and Director Contrata will staff a table at this event.
- i. Trustee Saez proposed exploring a book exchange with a library in Spain which would send donated books in English to Spain in exchange for donated books in Spanish. The approximate cost would be \$148 per month and he proposed approaching the Foundation/Friends to support the project. Trustee Saez will write up a proposal and have it ready for the next Board meeting.

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| Resolutions: | | |
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| 13 | <p>Resolution #0509 -1 Description: Budget Transfer: Transfer the following: \$20,277 from L7410.100.8, Library Clerk to L.7410.100.4, Librarian I \$563.00 from L7410.100.9, Library Assistant to L7410.101.5, Secretary to the Library Director \$14,000 from L7410.190.0, Part-time Library Clerks to L7140.190.2, Part-time Public Relations \$12,000 from L7410.190.0, Part-time Library Clerks to L7410.190.3, Part-time Librarians \$1,000 from L7410.493.0, Sewer Taxes, to L7140.409.0, Program Activities \$15,000 from L7410.430.0, Insurance to L7410.499.1, Westlynx</p> | <p>Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas In Favor: Unanimous</p> |
| 14 | <p>Resolution #0509 - 2 Description: Accept donation of two picnic tables from the staff of the Greenburgh Public Library.</p> | <p>Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas In Favor: Unanimous</p> |
| 15 | <p>Resolution #0509 - 3 Description: Authorize the Town of Greenburgh to accept \$3,000 donation from Tool of North America for the enhancement of the Library Building or service, by purchasing Periodic Shelving.</p> | <p>Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas In Favor: Unanimous</p> |
| 16 | <p>Resolution #0509 – 4 Description: Appoint Elizabeth Vickery to the Greenburgh Public Library Board of Trustees to serve out the term of Mindy Leiterman.</p> | <p>Motion by: Vice President Hayward Second by: Trustee McCarthy In Favor: Unanimous</p> |
| 17 | <p>Resolution #0509 – 5 Description: Approve purchase from Library Capital Account, H.0108.030.1, 15 tables from Mity-Lite, Inc. of North Orem, UT, for a total of \$2,429.70.</p> | <p>Motion by: Vice President Hayward Second by: Trustee McCarthy In Favor: Unanimous</p> |
| Action items: | | |
| 18 | <p>Discuss plans for the upcoming month a. Staff breakfast June 5, 2009, 9:30 a.m. – 11:00 a.m.</p> | |
| 19 | <p>List Action Items from this meeting, assign Responsibility and Due Date</p> | |
| Closing Proceedings: | | |
| 20 | <p>Executive Session – No Executive Session occurred.</p> | |

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| 21 | Public Meeting adjourned at 9:53 PM by President Musantry | Motion by: Trustee Thomas McCarthy Second by: Secretary/Treasurer Thomas In Favor: Unanimous |
| <i>Unapproved minutes will be made available within 2 weeks following each meeting.</i> | | |