

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING, November 16, 2006

7:15 pm

Approved December 21, 2006

Present: George Hayward, Ginger Grant, Howard Jacobs, Mindy Leiterman, Estelle Palevsky, Susan Wolfert, Diana Juettner
Demita Gerber, Eugenie Contrata, Marilyn Greiner

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

Trustee Palevsky moved to close the meeting and adjourn to Executive Session to discuss a personnel matter. Secretary/Treasurer Hayward seconded the motion and the motion was unanimously approved. The Board went into Executive Session at 7:34 pm.

Vice President Wolfert moved to close the Executive Session and re-open the Library Board meeting. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved. The Library Board meeting was re-opened at 7:45 pm.

Vice President Wolfert moved to appoint Marilyn Greiner Acting Assistant Director effective December 1, 2006. Trustee Palevsky seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward moved to approve the October 26, 2006 minutes as presented. Vice President Wolfert seconded the motion and the minutes of October 26, 2006 were unanimously approved.

Secretary/Treasurer Hayward reported the bills from October 19, 2006 through November 8, 2006 in the amount of \$22,115.95 had been reviewed and were in order. He moved that the Board accept the bills for payment. Trustee Palevsky seconded the motion and the bills were unanimously approved for payment.

Vice President Wolfert asked if the \$12,000 anticipated revenue from the New York State Library Grant had been received. Director Gerber said we had received \$12,926, 107% over what was anticipated. Vice President Wolfert asked about the negative balance of \$85,000 showing on the Treasurer's Report on the Elmsford Contract line. The Library Board directed Assistant Director Contrata to put a footnote on the Treasurer's Report explaining this outstanding balance. Payment has been received in full from the Village of Elmsford for January through September 2006 and the Library anticipates receiving no additional funds.

Vice President Wolfert moved to approve the October 2006 Treasurer's Report. Trustee Grant seconded the motion and the October 2006 Treasurer's Report, with the footnote regarding the Village of Elmsford, was unanimously approved.

Library Administration Report

Secretary/Treasurer Hayward said the Library should publicize 24 Hour Reference and have a list ready for patrons showing the online services the Library offers. Director Gerber said publicity was being prepared to alert patrons to the online services available on the Library's website. This information will be put in the Town Brochure, the December 2006 calendar, on the website and flyers will be distributed with the information.

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President Jacobs asked whether the Library and the Town have come to agreement regarding the issue of library patrons signing in at Town Hall when going to the temporary Library facility there. After discussion, the Library Board decided to post a sign at the lobby circulation desk in Town Hall explaining Town Hall policy and indicating that the Library is honoring Town Hall security procedures.

Finance Committee

Vice President and Finance Chair Wolfert reported that she and Assistant Director Contrata met with the Town Board on November 14th at a work session to discuss the Library's 2007 budget submission. The Town Board asked questions and expressed no objections to the Library's submitted budget. The proposed Library budget is 2.94% less than last year's budget, incorporating lower costs for materials and part-time staff.

Building Committee

The Building Committee report included the following:

- Proposed closing the Library the week of November 27 for the move to temporary locations.
- The construction bids will be discussed at a Town Board work session on November 17.

Building Committee Chair Estelle Palevsky report that the construction bids are realistic and the lowest bidder is a reputable, well-known company.

President Jacobs said under state law the lowest bidder, if qualified, had to be selected. Negotiations are proceeding with the lowest bidder in an effort to trim some of the costs. The negotiations are being conducted by the construction management firm and the architects. Trustee Palevsky said the bids were 3% over the estimated cost. Vice President Wolfert said that Triton noted the contingency budget could cover these costs.

New Business:

President Jacobs spoke about the proposed change to the Board page on the Library's website which would add a snapshot of the Board of Trustees responsibilities. The proposed "snapshot" was discussed and revisions were proposed. The revisions will be made and put back to the Board for review.

Secretary/Treasurer Hayward said the Foundation wanted clarification whether or not naming opportunities will be considered in perpetuity or not. There was discussion regarding this issue. Assistant Director Contrata will research how other libraries have handled this issue and report to the Board.

Secretary/Treasurer Hayward moved to appoint Karen Herouart as Librarian I. Trustee Palevsky seconded the motion and the appointment was unanimously approved.

Secretary/Treasurer Hayward moved to have the Library closed from November 27 through December 3. Trustee Grant seconded the motion and it was unanimously passed.

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President Jacobs commended Assistant Director Contrata and newly appointed Acting Assistant Director Marilyn Greiner for their work coordinating the Library move.

Trustee Palevsky asked when the Library would be receiving kiosks from WLS. Assistant Director Contrata said they were a little behind schedule but the Library is looking at placing kiosks in Town Hall, the Multipurpose Center at Anthony Veteran Park, the New York Sports Club and Dunkin Donuts. Assistant Director Contrata said the Library is waiting for artwork from Timothy Wood to publicize the kiosks.

President Jacobs said the Parking Authority is meeting to discuss putting a trailer at the Parking Authority garage near the Hartsdale Train Station.

Trustee Palevsky moved to approve the proposed 2007 dates of the Library Board meetings. Secretary/Treasurer Hayward seconded the motion and the 2007 dates of the Library Board meetings were unanimously approved.

President Jacobs announced the new Cybermobile stop at Granada Crescent. Library Administration is taking care of the ALA memberships for Board members and Library Administration.

Trustee Grant moved the Board adjourn the meeting and go into Executive Session to discuss a personnel matter. Trustee Palevsky seconded the motion and it was unanimously decided to adjourn the meeting and go into Executive Session at 8:40 pm.

This meeting of the Board was the last one for the outgoing director, Demita Gerber.

The Executive Session concluded at 10:00 pm.

The next Greenburgh Public Library Board meeting will take place on Thursday, December 21, 2006 at 7:15 pm in Town Hall.

Minutes prepared by Cory Deitchman.