

**MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING**

**November 29, 2007**

**(Rescheduled from November 15, 2007)**

**7:15 pm**

Approved December 20, 2007

Present: Ginger Grant, George Hayward, Howard Jacobs, Thomas McCarthy, Mindy Leiterman, Estelle Palevsky, Susan Wolfert; Eugenie Contrata, Library Director, Marilyn Greiner, Acting Assistant Library Director

Visitors: Paul Feiner, Bob Reninger, Hal Samis

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

Mr. Samis asked why the Library website does not have construction updates other than photos.

Mr. Reninger asked if the construction project is on budget.

Vice President Wolfert moved the minutes from the October 25, 2007 meeting be accepted as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Secretary/Treasurer Hayward said the bills had been reviewed and were in order. Secretary/Treasurer Hayward made a motion to approve the bills from October 18, 2007 through November 14, 2007 in the amount of \$42,719.10 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 it was unanimously approved.

**Library Administration Report**

There was discussion and questions regarding the Local History Room planned in the new building and whether it would be locked or have open access. Director Contrata said the Library Board was responsible for setting that policy and will research what other libraries do with their local history rooms. Vice President Wolfert asked about the process of donating items to the Local History Room, which will be covered by the Library Board's policy of accepting or rejecting any offered donation.

President Jacobs spoke about Technical Support Specialist Andrew Farber's report on his attendance at the Librarian Technology Conference. He and other Board members commended Mr. Farber's report. President Jacobs talked about "gaming" being very popular with young people and how it is being used to attract young people to libraries, and its positive influence on literacy for young people.

**Finance Committee**

Vice President Wolfert said the Finance Committee had met with the Town Board and presented the Library's 2008 operating budget.

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Building Committee

Trustee Palevsky said that a progress report on the construction was issued on November 26, by Triton Construction. The following is stated in the progress report:

- The lower level slab of concrete has been completed.
- The handicapped ramp has been completed.
- The exterior stairs have been completed.
- Windows in the original structure are in the process of being installed.
- Installation of the new roof is scheduled to begin on December 4.
- The erection of the steel is scheduled to be completed by December 4.
- The mechanical and duct work is 95% - 100% completed.
- The electrical contractor is up-to-date.
- The underground plumbing is 100% completed.
- The sanitary plumbing is 100% completed.
- The above ground piping for the water and sanitary systems is 100% completed.
- The geo-thermal wells are 100% completed.
- The lateral piping to the building from the wells is 100% completed.
- The glass for the new structure is scheduled to be completed by January.

Personnel Committee

Trustee Palevsky moved to appoint Marilyn Greiner to a contingent permanent appointment as Assistant Library Director, effective December 1, 2007.

Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Trustee Palevsky moved to permanently appoint Karen Herouart and approve her evaluation and salary increase, effective December 1, 2007. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Trustee Palevsky moved to approve the estimated expenses for Director Contrata to the Public Library Association conference in Minneapolis in March 2008. Trustee Grant seconded the motion and it was unanimously approved.

Trustee Palevsky moved to approve the Library Board of Trustees meeting dates for 2008 as presented. Trustee Grant seconded the motion and it was unanimously approved.

Trustee Grant asked if it was an oversight that the Library remained open on the evening before Thanksgiving. Director Contrata said it was and that would be corrected in 2008.

Vice President Wolfert moved to go into Executive Session at 7:50 pm to discuss a personnel issue. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Trustee Palevsky moved to closed Executive Session at 8:15 p.m. Vice President Wolfert seconded the motion and it was unanimously approved.

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President Jacobs introduced Supervisor Feiner.

Supervisor Feiner spoke about tax increases in the town over the next several years. He suggested the Library might want to become a Special District Library to separate itself from the politics of the Town and make its case for funds before the public each year. This would reduce the Town's budget and lower the Town's portion of the overall Town taxes. The Library would not have to deal with the Town Board and would not have to be part of the Town's budget during the next few difficult years.

Library Board Trustees expressed interest in the concept, and raised several preliminary issues.

A cost benefit analysis should be undertaken to evaluate the plan;  
Nothing should be considered until after the new building is open;  
Will the cost of library operations go up or down with a special district;  
What is the cost and availability of services currently provided by the Town;  
What are the insurance and liability implications;  
What are the transition costs;  
What is the ultimate economic impact on the taxpayers.

Trustee Grant moved to go into Executive Session at 8:55 p.m. Vice President Wolfert seconded the motion and it was unanimously approved.

Trustee Grant moved to close Executive Session at 9:25 p.m. Trustee Leiterman seconded the motion and it was unanimously approved.

Trustee Grant moved to adjourn the meeting. Trustee Palevsky seconded the motion and it was unanimously approved.

The meeting was adjourned at 9:30 p.m.

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