



**Library Board of Trustee Meeting Minutes Approved**

Meeting Date	October 22, 2009	Minutes Approval Date	November 19, 2009
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Frank Musantry    Tomas Saez Calvin Thomas    Elizabeth Vickery Thomas McCarthy	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u> Diana Juettner
<i>Not in Attendance:</i>	Diana Juettner	<i>Quorum Present?</i>	Yes
Meeting Guests	Paul Feiner, Supervisor, Town of Greenburgh		
Meeting Objective	Regular Monthly Board Meeting		

**Meeting Agenda**

Opening Proceedings:		Comments
1	<i>Public Meeting called to order</i> at 7:15 PM by President, Frank Musantry	

<p><b>2</b></p>	<p><b>Presentation from invited guests:</b> <i>Paul Feiner, Supervisor, Town of Greenburgh</i></p>	<p>Supervisor Feiner said that the Town is facing significant reduction in revenue. He stated his goal was to have modest, low, predictable annual tax hikes. He said there would be cuts to all the Town departments. Supervisor Feiner said that the A budget was facing a substantial tax increase while the B budget tax increase would possible be between 6 and 7%. He said NYS was requiring a 50% increase in the Town's contribution to the retirement system. He said that the Theodore Young Community Center was facing a possible 10% cut and that Parks and Recreation was possibly facing a 7% cut. The Police Department possible less.</p> <p>Supervisor Feiner emphasized his support of the Library becoming and independent Special library District. He said he was looking at things from a strictly dollar point of view, noting that he thinks the Library is being well used and offers wonderful services.</p> <p>Director Contrata said that the Library had lost 5 full-time positions over the last few years.</p> <p>Supervisor Feiner said that the Library should sell the Cybermobile with the proceeds going to the Library. He was that the Library Board should aggressively lobby WLS to change their policies as Greenburgh is more of a regional than local library. He spoke about Elmsford contracting with Ardsley for library services and how that was stealing money from Greenburgh.</p> <p>There was discussion about charging Elmsford an annual fee to allow their patrons to attend Greenburgh programs.</p> <p>President Musantry said that the Library is governed by state law. Vice President Hayward asked Supervisor Feiner if the Town has given serious thought to the mechanics of the Library becoming a Special District Library. Supervisor Feiner said he was prepared to have the Town fund a feasibility study to that affect and pay for a consultant to assist in the matter. President Musantry will investigate the cost of such a feasibility study.</p> <p>Trustee Saez said that it was important to note that since 2005 the decline in funding for the Library has not been proportionate to the other Town departments and that it was not fair to have the Library carry the burden when times are good and carry the burden when times are bad. He said the budget would have to be \$1.1 million higher in two or three years in order for the Library to become a Special Library District.</p>
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<b>3</b>	<b><i>Public Comments</i></b>	
	There were no public comments.	
<b>4</b>	<b><i>Vote to adopt previous month's minutes:</i></b>	<b>Motion by: Secretary/Treasurer Thomas Second by: Trustee McCarthy In Favor: Unanimous</b>
<b>5</b>	<b><i>Accomplishments since last meeting.</i></b>	
	<i>Trustee Resignation Diane Creston</i>	President Musantry reported that Trustee Creston has submitted her resignation to the Library Board. It was decided a committee would be formed to screen potential replacement candidates and the position would be advertised for 30 days. Secretary/Treasurer Thomas, Trustees Saez and Vickery will form the committee. Resumes will be collected through November 30, and interviews would tentatively commence the 2 <sup>nd</sup> week of December. Andrew Farber will create an e-mail address to forward to Mr. Deitchman for collection.
a	<i>Meeting with Andrea Stewart-Cousins</i>	President Musantry said he met with State Senator Andrea Stewart-Cousins. They discussed how reduced funding is hurting libraries, specifically Greenburgh. Senator Stewart-Cousins said that she would be willing to look at grant funding to assist the Library.  President Musantry said that the Library was not eligible for grants from NYSERDA because the Library purchases electricity city through NYPA. He said the Library is not eligible for grants from NYPA because of the amount of power consumed. He has determined there would be no advantage to the Library in switching to solar power.

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b	<i>Meeting result with Terry Kirchner of WLS</i>	<p>President Musantry and Director Contrata met with Terry Kirsches, the Director of WLS and staff of Westlynx, the IT branch of WLS, to learn what the Library receives for its \$113,000 payment to Westlynx. Director Contrata said that WLS pays for Envisionware (the time control system on the public computers), the metro Ethernet connection for the Internet and outreach services such as professional development. They provided a \$200 scholarship for the course Director Contrata is paying for with her own funds. They provide free professional development to the staff. WLS does not charge extra for the Inter-Library Loans (ILLs), to interact with the State on behalf of the Westchester libraries regarding education law, for the online subscriptions such as Ebsco, for hardware upgrades, for the E-Rate applications, for Overdrive (the e-audio books company) and didn't charge any additional fees for the Sirsi upgrade which cost \$8000,000. Director Contrata stated her opinion that the Westchester libraries are receiving a bargain.</p> <p>President Musantry said that Greenburgh is #3 in County ILLs, which includes the last two years when only 20% of the collection was available. Greenburgh has always been a net lender, consistently by about 20,000 items. PLDA is looking at changing the fee structure which would include some criteria based on borrowing/lending, as well as a set fee per library. Last year Ardsley borrowed 11,000 items and lent out 4,000 items. If PLDA decides on a revamped fee structure, the Library Boards of the Westchester Library's will be asked to approve or not-approve the new fee structure. President Musantry will be reaching out to the other lending libraries in the system.</p>
d	<i>Strategic Plan Update</i>	<p>President Musantry said most of his time has been taken up with the Budget process and that he will be ready to hand out a draft outline at the next meeting. He said it should take about for months to implement the strategic plan once it was voted on.</p>
e	<i>Electric Bill Inquiry</i>	<p>President Musantry said that the delivery charge of the electric bill has been drastically increasing. It increased by 50% in May and 100% in August. President Musantry is attempting to make an appointment with the County Executive to discuss this. He said Con Edison wants a 25%increase to the delivery charge next May.</p>
f	<i>Results of solar panel grants inquiry</i>	<p>Previously discussed.</p>
g	<i>Press Releases</i>	<p>President Musantry said the Library had two articles written about it in the Journal News, one focusing on the construction award the Library received, and the other on the trip to Spain by Library Assistant Spanish Speaking Diana Lennon. He said he was told there was a picture in the Journal News of the Overdrive vehicle that visited the Library in October.</p>

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	Trustee Vickery said that there were 22 confirmed press releases picked up by local media and that the Library's programs were up on online community calendars. Assistant Director Greiner said that Geoff Colquitt, the Part-time Program Coordinator has been doing a very effective job while working 17.5 hours per week.	
h	<i>Friends Book Sale</i>	Director Contrata said the Friends seemed a little disappointed in the Book Sale but she thought it was a success. This was with limited publicity and the first year in a number of years that they had a book sale. Director Contrata said Library Administration would be working with the Friends to set up a date for next year so the rooms could be reserved.
i	<i>Meeting with Mayor of Elmsford</i>	President Musantry said there was no committed date for a meeting yet. There was discussion about the history of the contract the Library had previously with Elmsford and Elmsford signing a contract with Ardsley.
j	<i>Foundation Meeting results</i>	<p>President Musantry said that he had attended the Foundation's monthly meeting which had been poorly attended and didn't have anything to report from that meeting.</p> <p>President Musantry and Director Contrata met with Foundation President Judy Chris and Foundation Director Dan Klein. It was a good meeting and it was decided that Director Contrata would present at the Foundation meetings and then leave the meeting. A representative from the Library Board of Trustees would attend the meeting. If a Trustee didn't attend the meeting then Director Contrata wouldn't either.</p>
k	<i>Library Director evaluation</i>	The evaluation of the Library Director will be finalized and sent to the Board for final review during the week of October.
6	<p><b>Accounts Payable Report:</b>  <b>Presented by Secretary/Treasurer:</b>  <b>Calvin Thomas</b></p> <p>Review bills and authorize payment of this month's bills.</p> <p>September 18 – October 15, 2009, in the amount of \$4,180.68 from the capital account H.0108.030.1.</p> <p>September 18 – October 15, 2009, in the amount of \$19,281.97 from the operating account.</p>	<p><b>Operating Account</b></p> <p>Secretary/Treasurer Thomas said that the presentation to the Town Board went well, that it was a bit more amicable than the last meeting. He said that the cuts the Town Board is proposing was unfair as it will cut the Library's core business.</p> <p>The Library's budget advocacy plan was explained to the Town Board, which objected to two points of language which the Library Board changed. President Musantry said that the Library is projected to offer services for 2009 valued at more than \$7 million.</p> <p><b>Motion by: Secretary/Treasurer Thomas</b>  <b>Second by: Vice President Hayward</b>  <b>In Favor: Unanimous</b></p>

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<b>Reviews by Committee:</b>	
<b>7a</b>	<p><b>Administrative Report</b>  <b>Presented by Library Director: Eugenie Contrata</b></p> <p>Director Contrata pointed out that the Library held its first bi-lingual storytime, attended by both native English and native Spanish speaking patrons. It was quite successful. Director Contrata said that Geoff Colquitt was doing a fantastic job and was instrumental in the publicity campaign advocating for the 2010 budget.</p>
<b>7b</b>	<p><b>Finance Committee Report</b>  <b>Presented by Chair: Calvin Thomas</b></p> <p>Secretary/Treasurer Thomas said that the Town Board members seems to understand the value the Library provides, that there was no real opposition to the Library Board's advocacy plan and that they respect what the Library Trustees do.</p>
<b>7c</b>	<p><b>Building Committee Report</b>  <b>Presented by Chair: Tomas Saez</b></p> <p>President Musantry said that the leak in the front lobby was possibly repaired though there hasn't been a hard rain since the repair to test this. President Musantry, Director Contrata and Assistant Director Greiner had a very good meeting with DPW Commissioner Carosi in which every item on the Library Board's building list was gone over, many of which are on the punch list. Commissioner Carosi is investigating the warranty dates on the building and will inform Comptroller Talamini of the dates.</p>
<p><b>Trustee Saez moved to change the agenda and move items # 14, Resolutions, to this point in the meeting. Vice President Hayward seconded the motion and it was unanimously approved at 8:50 p.m.</b></p>	
<b>Resolutions:</b>	
<b>14a</b>	<p><b>Resolution #1009 -1 Description:</b>                      Resolve to approve annual step increase for Helen Pacheco, Part-time Library Clerk, effective November 8, 2009.</p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Vice President Hayward</b>  <b>In Favor: Unanimous</b></p>
<b>14b</b>	<p><b>Resolution #1009 -2 Description:</b>                      Resolve to enter into an agreement with Unique Management Services for a 90-day trial period, starting January 1, 2010, for collection services as per the terms presented.</p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Secretary/Treasurer Thomas</b>  <b>In Favor: Unanimous</b></p>
<b>14c</b>	<p><b>Resolution #1009 -3 Description:</b>                      Resolve to transfer a Peavy XR600B Sound Mixer/Amp with two speakers to the Town of Greenburgh Cable TV Studio.</p> <p><b>Motion by: Trustee Saez</b>  <b>Second by: Secretary/Treasurer Thomas</b>  <b>In Favor: Unanimous</b></p>
<b>7d</b>	<p><b>Policy &amp; ByLaw Committee Report</b></p> <p>Nothing to report. The Internet usage policy will be reviewed for the next meeting. The Library's liability statement regarding displays of art work, including sculptures, will be reviewed.</p>
<b>7e</b>	<p><b>Personnel Committee Report</b>  <b>Presented by Trustee McCarthy</b></p> <p>Nothing to report.</p>
<b>7f</b>	<p><b>Advocacy Committee Report</b>  <b>Presented by Trustee Vickery</b></p> <p>Trustee Vickery said that President Musantry and Trustee Vickery will attend the next Edgemont Community Council meeting. President Musantry said that Gary Mastrangelo, Principal of the High View school, and a member of the Foundation, will be sending information out to schools in Greenburgh Central 7, in anticipation of the Trustees appearing before the Parents Associations.</p>

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<b>13</b>	<b><i>New Business/Discussions</i></b>	
	<b>a</b>	There was discussion regarding the options to the Library if the Town Board institutes a 5% or greater reduction to the Library's budget. The Town Board was informed of possible consequences to such a budget reduction. If there is such a cut the Library will have to reduce part-time staff and close two days a week. This would mean less programs, longer lines for checkout, a longer wait for materials to be re-shelved and reserves would take longer to be filled. Trustee Saez suggested the possibility of closing on the day after major holidays, close on Sunday and Monday in the summer and cutting Saturday hours.
	<b>b</b>	Advocacy ideas were already discussed.
	<b>c</b>	Director Contrata said Library Administration would have a copier/printing option proposal by the week of October 26.
	<b>d</b>	The Library Board decided to try a paperless Board packet for November. The Trustees would print pages they wanted for the meeting from their personal printers.
	<b>e</b>	President Musantry announced that NYS would be holding a public committee hearing on Governor Patterson's proposed two year \$5 billion budget reduction plan at the Library on Thursday, November, from 10:00 a.m. – 2:00 p.m. State aid for Library's has been cut by \$3.3 million over the last 18 months.
	<b>f</b>	President Musantry said that based on the current budget there was no way the Cybermobile could be put on the road. Supervisor Feiner said that proceeds from a sale of the Cybermobile would go to the Library's budget. The Library Board will investigate a possible sale, possibly as a mobile communications center or an emergency response unit.
	<b>g</b>	Director Contrata said that the full-time clerk position that was open due to Jill Happel's retirement had been dropped from the budget in order to meet the Town's request for a 2% decrease.
	<b>h</b>	It was announced that the Town Board will host a public meeting on the Town's budget at the Library on Thursday, November 5, from 7:00 p.m. – 9:00 p.m.
<b>Closing Proceedings:</b>		
<b>17</b>	<b><i>Executive Session –</i></b> There was no executive session.	
<b>18</b>	<b><i>Public Meeting adjourned at 9:29PM by President Musantry</i></b>	<b>Motion by: Trustee Saez</b> <b>Second by: Vice President Hayward</b> <b>In Favor: Unanimous</b>
<b><i>Unapproved minutes will be made available within 2 weeks following each meeting.</i></b>		