



Library Board of Trustee Meeting Minutes Approved

Meeting Date	September 24, 2009	Minutes Approval Date	October 22, 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 Calvin Thomas Thomas McCarthy	Tomas Saez Elizabeth Vickery	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman
			<u>Town Liaison</u> Diana Juettner
<i>Not in Attendance:</i>	Diane Creston George Hayward	<i>Quorum Present?</i>	Yes
Meeting Guests	Geoff Colquitt		
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	
2	<i>Presentation from invited guests:</i> Geoff Colquitt	
3	<i>Public Comments</i>	There were no public comments.
4	<i>Vote to adopt previous month's minutes:</i>	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous
5	<i>Accomplishments since last meeting.</i>	
a	<i>Meeting Results with DPW and Comptroller</i>	<ul style="list-style-type: none"> • President Musantry, Trustee Saez and Library Director met with the DPW Commissioner. At the meeting with DPW clarification was sought regarding costs charged to the Library by DPW in the interfund accounts, such as the cleaning costs charged to the Library in the amount of \$411,000 and the elevator contracts. • President Musantry, Secretary/Treasurer Thomas and Library Director met with the Town Comptroller. The meeting with the Comptroller focused on the 2010 budget process.

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b	<i>Preliminary 2010 Budget presentation to the Town Board</i>	President Musantry, Secretary/Treasurer Thomas, Trustee Saez and the Library Director put together proposals for the 2010 budget based on the requested scenarios by the Town Board of a flat budget from 2009, a 2% decrease and a 5% decrease to the appropriated funds. President Musantry, Secretary/Treasurer Thomas and the Library Director presented to the Town Board comparisons from the 2007, 2008, & 2009 budgets and what the effects of a 2% and 5% decrease to the budget would be. The calculations were based on the Library's budget without taking the interfund and benefits expenses into account, as those costs are not calculated into the budget of the Town departments. Part of the presentation consisted of ways to minimize future costs by possibly outsourcing the cleaning and landscaping of the Library and looking into the possibilities of solar energy. The presentation to the Town Board lasted approximately 2 hrs.
c	<i>Meeting results with Terry Kirschner of WLS</i>	President Musantry said he met with Terry Kirschner, the Director of WLS and a meeting has been planned with Westlynx, the IT division of WLS to discuss what the Library receives for the annual fee of \$122,000 paid to WLS.
d	<i>Meeting results with Tom Abinanti</i>	President Musantry and Director Contrata met with County Legislator Tom Abananti. They discussed the devastating effects of library budget cuts to library service and how these cuts will affect the Greenburgh as well as Westchester County library users.
e	<i>Strategic Plan Update</i>	President Musantry said he will have more information regarding the strategic plan within a few weeks. He is developing a project plan to present to the Library Board. The budget was a priority over this past month.
f	<i>Advocacy – Meeting results with Connecticut Library System</i>	President Musantry said he met with the Connecticut Library System which had a very difficult time with their budget process. The State of Connecticut was initially going to drastically cut library budget but the CLS petitioned the governor, led rallies, and met with the public etc. and the budget ended up being passed with minimal cuts.
g	<i>Elmsford Mayor</i>	President Musantry said a meeting with the Mayor of Elmsford had not yet taken place. President Musantry plans to open a dialogue with the Elmsford Mayor and the Town Council.
h	<i>Results of Electrical Bill Inquiry with NYPA</i>	President Musantry met with NYPA to discuss the electrical bill which seems to be very high. President Musantry said the delivery cost of the electricity keeps going up. It was at 55% of the production cost and is now at 106%. Another meeting will be set up.
i	<i>Copier RFP</i>	The Library received 1 response to the Copier/Printing RFP sent out to 7 companies. The response was from Office Dynamics and the suggested charges are higher than the original proposal. Mr. Deitchman will call Office Dynamics. A proposal will be ready by the next Library Board meeting.

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<p>6</p>	<p>Accounts Payable Report: Presented by Secretary/Treasurer: Calvin Thomas</p> <p>Review bills and authorize payment of this month's bills.</p> <p>August 14, 2009–September 18, 2009, in the amount of \$24,843.65 from the operating account.</p>	<p>Operating Account</p> <p>Motion by: Secretary/Treasurer Thomas</p> <p>Second by: Trustee Saez</p> <p>In Favor: Unanimous</p>
<p>Reviews by Committee:</p>		
<p>7</p>	<p>Administrative Report Presented by Library Director: Eugenie Contrata</p> <p>Assistant Director Greiner met with Thomas Madden and Aaron Schmidt of the Planning Department and Kurt Hundgen of the Greenburgh Nature Center to discuss the landscaping plan for the Library. Ms. Greiner said that the Sprain Brook Nursery has a honey locust tree to donate and the Westchester Greenhouses will donate plants. Both of these donations came through the GPL Foundation. There was discussion about having a perennial garden, native plant garden and water garden on the grounds. Con Ed will be donating 6 trees to the site that the Planning Department hopes to have planted in the next few weeks. The current problem delaying the landscape plan is to define a process to water the site via an irrigation system or a drip irrigation system or other means.</p>	
<p>8</p>	<p>Finance Committee Report Presented by Chair: Calvin Thomas</p> <p>Secretary/Treasurer Thomas said that the presentation to the Town Board went well. He said that the Library presentation was given in a professional and credible manner. He said the budget process is in the early stages but the Library put up a good case for the 2010 budget. Secretary/Treasurer Thomas said he would reconcile the Library's projections with the format set up by the Town so that there is one format being utilized so errors can be minimized.</p>	
<p>9</p>	<p>Building Committee Report Presented by Chair: Tomas Saez</p> <p>Committee Chair Saez said there was a meeting with DPW Commissioner Victor Carosi and Deputy Commissioner Butch Nanna where the list of issue priorities was presented. These meetings have occurred previously and will continue. Trustee Saez said that, in his opinion the leaks in the building needed to be fixed before freezing occurred, that if the leaks weren't fixed by then you could be looking at major repairs as cracks will develop from any leaks.</p>	
<p>10</p>	<p>Policy & ByLaw Committee Report</p> <p>The next policy to look at is the Code of Conduct, especially the Internet usage. Librarian Carol Angert is researching this.</p>	
<p>11</p>	<p>Personnel Committee Report Presented by Trustee McCarthy</p> <p>Trustee McCarthy said Director Contrata's evaluation had been completed. Trustee McCarthy will e-mail the evaluation to the full Board for their review and comments. The evaluation can then be finalized. Approval is anticipated at the next Board meeting.</p>	
<p>12</p>	<p>Advocacy Committee Report Presented by Trustee Vickery</p> <p>Trustee Vickery said she will schedule a meeting with Geoff Colquitt to discuss advocacy ideas such as regular press releases letting the public know about the programs the library offers, etc. Trustee Vickery said there should be a multifaceted approach to the public regarding advocacy for the 2010 budget to make the public aware of what they can do to support the Library in the budget process. Ms Vickery said there were plans in the works to have the local cable access channel film a children's program from the back of the room. President Musantry will speak with George Malone to start this process.</p>	

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13	<i>New Business/Discussions</i>	
	a	There was discussion about how to handle delinquent accounts, whether or not performance measures should be established to track delinquent accounts from 30/60/90/120 days. Director Contrata said the effort by Assistant Director Greiner and Librarian Carol Angert to collect lost items took a lot of time to recuperate very little. Trustee Saez said he thought the Library Board should engage Unique Management and double the fee to patrons from \$8 to \$15 charging them for the collection agency's service. Administration will research if this is possible during the 3 month free trial. This item was tabled to the next meeting.
	b	Advocacy ideas were already discussed.
	c	There was discussion about tying the Library Director's evaluation to performance measures, as well as adopting a new evaluation form. The personnel committee began this evaluation based on similar evaluations found in Hudson Valley.
	d	Brainstorm options if the Library faces a 5% cut. If there is a 5% cut to the Library's budget, the book budget will be cut as well as a severe reduction in part-time staff. Losing P/T workers will affect number of the programs the Library is able to offer, as well as cause closing the Library 1 or 2 days a week. This is due to the fact that the functions performed by part time workers will have to be performed by full time staff. Trustee Saez suggested looking at the impact on services compared with cost savings of closing on the day after or before some holidays. For instance, how much would it save to close the day before or after Christmas? Perhaps the Library could close on days traffic is slow. Administration will look at the circulation statistics around the holidays to see if closing then would save money with minimal impact on services.
	e	Director Contrata reported she had received a jury duty summons but had postponed it to December.
	f	Day after Thanksgiving. Director Contrata explained that there were not enough full-time employees interested in working the day after Thanksgiving. The CSEA contract lists the day after Thanksgiving as a holiday, but makes the exception for Library employees to work for either compensatory time or overtime at the employee's choice. There are not enough full-time employees volunteering to work. Trustee Saez moved to amend the agenda to add resolution 0909-5 to page 27 of the packet to vote on whether or not to close the day after Thanksgiving this year. Trustee McCarthy seconded the motion and it was unanimously approved.
	g	Director Contrata said the Sirsi circulation system was scheduled to be upgraded which would mean shutting down the circulation system over the Columbus Day holiday and possibly during operating hours. The Library has a back-up circulation system devised by Librarian Andrew Farber that is reliable and keeps good track of items, which are then put into the Sirsi system when it is back online.
	h	The 50 th Anniversary Meeting and Awards Reception of WLS will be held on Thursday, November 12, at the Women's Club of White Plains.
	i	The Friends book sale will be held on Saturday and Sunday, October 17 & 18, with a Friends member preview on Friday, October 16.
	j	Assistant Director Greiner said that staff was being instructed to spend the materials budget by December 1.
	k	Director Contrata said that the Chappaqua Library had installed a brand new self-check machine in the library. Director Contrata will visit soon. She said the self-check machine checked the bar code, it was not RFID.
	l	Director Contrata said that December 15, 2009, will be the 1 year anniversary of the opening of the Library and suggested that in lieu of a large and expensive celebration the Library Board consider making this a fine free day.
	m	President Musantry said the Town had received 2 donations of sculptures from local artist Craig Usher, a student at Purchase College. One of the sculptures will be placed on the Library grounds.

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Resolutions:		
14a	Resolution #0909 - 1 Description: Resolve to accept gift of \$100 from the Xposure Foundation to be used towards the purchase of books on entrepreneurship, deposited into Trust and Agency account, T.091.00.	Motion by: Secretary/Treasurer Thomas Second by: Trustee Saez In Favor: Unanimous
14b	Resolution #0909 - 2 Description: Resolve to accept gift of \$200 grant from Con Edison, administered through the Westchester Library System to support going green book discussion groups for teens, to be deposited into Miscellaneous Income, L. 27.2770.00.	Motion by: Secretary/Treasurer Thomas Second by: Trustee McCarthy In Favor: Unanimous
14c	Resolution #0909 - 3 Description: Resolve to approve annual step increase for Ellen Hershey, Part-time Senior Library Clerk, effective October 1, 2009.	Motion by: Trustee McCarthy Second by: Trustee Saez In Favor: Unanimous
14d	Resolution #0909 - 4 Description: Resolve to approve annual step increase and salary adjustment for Katherine Manganelli, Part-time Senior Library Clerk, effective October 1, 2009.	Motion by: Trustee Vickery Second by: Trustee McCarthy In Favor: Unanimous
14e	Resolution #0909 - 5 Description: Resolve to approve closing the Library on Friday, November 27, 2009, the day after Thanksgiving.	Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous
Closing Proceedings:		
17	Executive Session – Motion to close the open session and open the executive session to discuss a personnel issue.	Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous
18	Motion to close the executive session and re-open the open session.	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous
25	Public Meeting adjourned at 8:54PM by President Musantry	Motion by: Trustee Vickery Second by: Trustee Saez In Favor: Unanimous
Unapproved minutes will be made available within 2 weeks following each meeting.		