

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING

September 25, 2008

7:15 pm

Approved: Thursday, October 30, 2008

Present: Howard Jacobs, Mindy Leiterman, Tom McCarthy, Estelle Palevsky, Calvin Thomas, Diana Juettner, Town Board Liaison, Eugenie Contrata, Library Director, Marilyn Greiner, Assistant Library Director

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

Trustee Palevsky moved that the minutes from the July 24 meeting be accepted as presented. Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Leiterman moved that the minutes from the special August 25 meeting be accepted as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Trustee Leiterman said the bills had been reviewed and were in order. Trustee Leiterman made a motion to approve the bills from July 17, 2008 through August 22, 2008, in the amount of \$42,514.93, and the bills from August 23, 2008 through September 17, 2008, in the amount of \$23,912.51, for payment. Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Leiterman asked if the question of the approximately \$93,000 discovered in miscellaneous income had been resolved. Director Contrata said that it had not yet been resolved but had been identified as a computer error which MIS Director Dipak Pandya was investigating.

Trustee Leiterman moved to approve the Treasurer's Report as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Administration Report

President Jacobs noted that the Library had held 65 programs in July and August which were attended by 2,100 patrons, remarking that he was amazed at the amount of programs and attendees in only two months.

Personnel Committee

Trustee Leiterman said there would be a personnel matter to discuss in Executive Session.

Trustee Leiterman said that the Personnel Committee had begun the process of evaluating exempt Library staff. She said Director Contrata would give the Personnel Committee the evaluations of the Secretary to the Library Director and the Assistant Library Director by October 1, 2008.

Trustee Leiterman suggested a special Library Board meeting to complete Director Contrata's evaluation prior to the end of her probationary status, which ends on October 30, 2008.

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Building Committee

Trustee Palevsky said that she visited the new building on September 23 and reported the following:

- The carpeting in the Children's Room has been installed and the floors cleaned.
- The bookshelves the Library had stored were in the Library awaiting installation.
- The power washing of the original building had begun.
- The finishing touches such as the moldings were underway.
- The carpeting in the meeting room had not yet been fully installed.
- The stairs and slate in the lobby would be the last items installed.
- The missing parts for the elevator had been ordered and were expected soon.
- The inspections of the elevators and alarm system were to be scheduled in the near future.
- Beatty, Harvey & Associates is working on a punch list for the project.
- Training on the emergency generator had been conducted.
- The new shelving was scheduled to be delivered the week of September 29.

Foundation

Trustee McCarthy said that the Foundation had met on September 9. The Foundation had approved three donations to the Library for technology in the conference rooms and the children's program room. Trustee McCarthy said the Foundation would like to sell book plates as a fund raising vehicle and have selected book plate samples for the Library Board to review. He said the Foundation had approved a version of the Memorandum of Understanding (MOU) which was in the Board packet.

Old Business

The Library Trustees had questions about the MOU. A decision on the MOU was deferred to allow for comparison to the last version the Board had reviewed. The MOU will be put on the agenda of the special October 21 Library Board meeting prior to the Executive Session.

Trustee Leiterman moved to approve the Community Capital Assistance Program grantee certification for the Local History Room grant, which guarantees that the "grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing." Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Palevsky moved to approve the Community Capital Assistance Program grantee Questionnaire for the Local History Room Grant, and authorize the Library Director, Eugenie Contrata, to sign the questionnaire in the presence of a notary public as required by the Dormitory Authority.

New Business

Board members discussed adding the Town's language regarding Greenburgh being the 80th best place to live in America to the Library and Library Board stationery but were not in favor of adding this to the Library's stationery.

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Trustee McCarthy moved to approve the adoption of the following operating hours effective opening day of the new building. Trustee Palevsky seconded the motion and it was unanimously approved.

Monday	10 am – 5:30 pm	7.5
Tuesday	10 am – 9 pm	11
Wednesday	10 am – 9 pm	11
Thursday	10 am – 9 pm	11
Friday	11 am – 5:30 pm	6.5
Saturday	10 am – 5:30 pm	7.5
Sunday*	1 pm – 5 pm	4
*Closed Memorial Day to Labor Day	Total Weekly Hours	58.5

Trustee Palevsky moved to approve the grant agreement with F.Y. Eye for the Public Service Announcement Project. Trustee Leiterman seconded the motion and it was unanimously approved.

Trustee Leiterman moved to approve the evaluation and annual increment for Part-time Senior Library Clerk Ellen Hershey. Trustee Palevsky seconded the motion and it was unanimously approved.

Trustee McCarthy moved to approve the evaluation and passing of probation and annual increment for Principal Library Clerk Vincenza Gallo. Trustee Palevsky seconded the motion and it was unanimously approved.

Trustee Palevsky moved to accept a \$7,000 gift from the Greenburgh Public Library Foundation to purchase sound equipment for the large conference room, on the condition the Foundation clears it with the original donor who designated these funds for the small conference room. Trustee McCarthy seconded the motion and it was unanimously approved. This money was donated to the Foundation by the Mohawk Day Camps and Country Home School.

Trustee Thomas moved to accept a \$6,834.99 gift from the Greenburgh Public Library Foundation for presentation technology for the Training Room. Trustee Leiterman seconded the motion and it was unanimously approved.

Trustee Leiterman moved to accept a gift of \$6,834.99 from the Greenburgh Public Library Foundation to purchase presentation technology for the Children's Library Program Room. Trustee Palevsky seconded the motion and it was unanimously passed. This money was donated to the Foundation by Elmwood Summers (Elmwood Day Camp) with a portion of the funds coming from the Elmwood Nursery School.

Trustee Leiterman moved to approve closing the Library on Election Day to comply with the request of the Town Clerk's office. Trustee Thomas seconded the motion and it was unanimously approved.

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The Library Board deferred any decision on the resolution to establish a capital account for the Library. Town Council Liaison Juettner will speak to Supervisor Feiner about this issue.

Trustee Leiterman moved to establish a special Library Board of Trustees meeting on October 21, 2008 at 7:15 p.m. to discuss in Executive Session the Library Director's evaluation in light of her probationary period ending on October 31, 2008 and to discuss in Open Session the Memorandum of Understanding between the Greenburgh Public Library Board of Trustees and the Greenburgh Public Library Foundation. Trustee McCarthy seconded the motion and it was unanimously approved.

President Jacobs said that the opening celebration was in discussion stage and more would be announced once an opening date could be established.

Announcements

It was announced that the next WLS Board of Trustees Institute would take place on Wednesday, October 1 at 6:00 p.m. Director Contrata, Assistant Director Greiner and Trustee Thomas will be attending the Trustee Institute.

It was announced that the WLS annual meeting will take place on Tuesday, November 18, from 6:00 – 9:00 p.m.

Trustee McCarthy moved to go into Executive Session to discuss a personnel matter at 8:45 p.m. Trustee Thomas seconded the motion and it was unanimously approved.

Trustee Palevsky moved to close Executive Session at 9:05 p.m. Trustee Thomas seconded the motion and it was unanimously approved.

Trustee McCarthy moved to adjourn the meeting at 9:10 p.m. Trustee Thomas seconded the motion and it was unanimously approved.

The meeting adjourned at 9:10 p.m.

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