Board of Trustees Meeting
3/25/2014
Gatehouse Learning Center, Central Valley

Trustees In attendance:	**Trustees Absent:**
Dorothy Morris, President	Ellie Pastel, Vice President
Angela McKeown Cooper	
Ellie Pastel, Vice President	
Dona Weyant	
Joseph Ingenito	
Patricia Coogan	
Karen McKenzie	
Patricia Reynolds	

Jennifer Bradshaw, Director was present.

Call to Order: Meeting called to order @ 7:31 by President of the Board: Dorothy Morris.

Motion to approve minutes from last month by P. Coogan; seconded by J. Ingenito
Ayes 8: Morris, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds
Nays: 0. Absent: 1.

Visitor Comments:
Jennifer Bradshaw introduced Rick Wells, the new Director of the Woodbury Senior Center.   Rich gave an overview of his experience and expressed his desire to have a collaborative relationship between the Center and Library.

Old business:

Code of conduct policy – Dottie doesn't have copy of policy. P Coogan gave a copy to D. Morris.

Security issues:
Parking lot is too dark. Safety is an issue.   Walkway is shadowed and dark. Sections of parking lot are dark.   D. Morris is willing to go to J Burke and raise issue. She will ask for commitment and report back to board.   J. Bradshaw will let R. Wells, Senior Center Director, know.

Suggestion we install security cameras in library for staff safety. Richard will do survey. Person that works for police department will install. It needs to be one with a recorder. Staff and Director are OK

with it. Rely on recommendation of police chief for policy and storage guidelines. We want the police chief to talk to us at the next meeting. J. Bradshaw will coordinate. This will influence procedures.

Code of Conduct:
Several employees have complained about person with excessive body odor who is not member of Woodbury community. Library staff will notify another member of their intent to speak to someone regarding infraction of policy. Staff member will inform patron of violation. Failure to abide – asked to leave; if don't leave – call police.

In some cases, municipalities implement rules concerning odors in public areas. This is because some people have chemical sensitivities to strong odors and have a strong adverse reaction to them. Strong odors can result from excessive use of perfumed products or lack of personal hygiene. Consequently, these rules are appropriate, justified, and defensible.

J. Bradshaw read Newburgh policy.   J. Bradshaw will come up with patron code of conduct for us to review next meeting.

New Business:
J. Bradshaw presented Accounting report. She is meeting with Denise Williams, private auditor the town is using. Jen brought everything on how we have our records.
2004-2011 were fine
Changed to Verizon symphony in 2012.
We now have another sheet to fill out- more detail. This is a town auditor request.
We may request town board member Lynn Prestia to attend a Library Board meeting and explain the bookkeeping practices.

Motion to accept annual report. Motion to approve by P Coogan; seconded by A Cooper.
Ayes 8: Morris, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds
Nays: 0. Absent: 1.

Approval of 14 vouchers. Motion to approve by K. McKenzie; seconded by J. Ingenito
Ayes 8: Morris, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds
Nays: 0. Absent: 1.

J. Bradshaw wants to discuss computer use policy. Right now we don't have a time limit.   Suggestion was made to edit policy so that non-Woodbury members are limited on computer usage time to 1 hr. Jen will send drafts so we are ready to discuss and approve next month.

Status of Central Valley Library and plans will need to be formalized if the building remains closed for a substantial amount of time.   Is there a schedule of maintenance and inspections on the Libraries?

Motion to adjourn at 9:25 by A Cooper; second by J. Ingenito

Executive Session followed, trustees are to look at suggested Director Evaluation and are prepared to create a document that we will use.

Next regular Board Meeting – April 29, 2014

Respectfully submitted,

Karen McKenzie