

Board of Trustees Meeting

6/24/2014

Highland Mills Branch

Trustees In attendance:

Dorothy Morris, President
Ellie Pastel, Vice President
Angela McKeown Cooper
Dona Weyant
Patricia Coogan
Karen McKenzie
Patricia Reynolds
Gail Tummarello

Trustees Absent:

Jennifer Bradshaw, Director was present.

Call to Order: Meeting called to order @ 7:30 by President of the Board: Dorothy Morris.

Motion to approve minutes from last month by P. Coogan, seconded by E. Pastel
Ayes 6: D. Morris, A. Cooper, D. Weyant, K. McKenzie, P. Reynolds, G. Tummarello; Nays: 0.

Old Business:

Chief Rich Vasquez to address the Board on policies, cameras, and safety.

- Dorothy Morris gave brief overview of reason for cameras. Changing times, safety of patrons and employees.
- Chief Vasquez spoke on reasons for having cameras: certainly for safety, but cameras do not prevent crimes although it may deter them. He suggested no audio due to privacy issues, warrants, etc. He believes libraries would be overt (can be seen) unless there are abuses and crimes. A plain clothes officer could be in place to catch offenders. Library needs to post signs that inform patrons there are cameras.
- There was discussion on where to place cameras: parking area, outside, foyer, 4 corners?, by desk?, Lighting is a good deterrent.
- Staff concerns – need to be open and have a clear policy; it is for their safety and not to monitor performance. Have cameras at police station and it isn't an issue. Can be used to check on issues or complaints but not primary purpose. Not recording voices; don't have camera right on clerk – perhaps where patron is standing. Important to have clear policy that employees are familiar with. Monitors of parking area make it safer; can check lot before leave building. Must post signs notifying public that cameras are present and you are under surveillance. Can't put in place where there is an expectation of privacy – bathrooms for example. Monitors can be anywhere so employees can see in lobby. If want pan and zoom – best place is in parking lot; use fixed cameras indoors.
- Any advice on lighting and placement of cameras – company will make recommendations.
- Chief getting some quotes now for upgrade, past company was expensive. He will ask company about Library. Will ask for two quotes

1. just library,
 2. Library and lobby.
- 14 days recorded history is more than enough.
 - If expense is more than \$5000 we need to get a second bid.
 - Going to research what other libraries are doing.

Code of Conduct Review:

- Change age of unsupervised children to under 12 versus 13.
- Change sentence: instead of “not encouraged”; sentence will be changed to: “The following actions will not be permitted on Woodbury Public Library premises:”
- Cell phone conversations are not permitted in the library but may be used in the lobby.

Motion to accept by K. McKenzie, second by P. Coogan.

Ayes 6: D. Morris, E. Pastel, A. McKeown Cooper, D. Weyant, P. Reynolds, G. Tummarello; Nays: 0

Director’s report

- Transfer of funds \$1785 for training.

Motion to accept by A. Cooper; seconded by E. Pastel

Aye 6: D. Morris, D. Weyant, K. McKenzie, P. Coogan, P. Reynolds, G. Tummarello

Nay: 0

- Summer programs:
 - Registration started yesterday, 6/23. 5 registered today, 6/24.
 - 25 waiting for Saturday – Star Wars program
 - School ends this week
 - Posted: Channel 22, Jay’s Deli, PO, St Pats, Methodist Church,
 - Next year get this program communicated by getting it included in the morning announcements at the schools.
 - Although there is a lot of publicity some people don’t hear it. Dorothy contacted DV Signage – banners have been made for front of libraries for summer program. We don’t know if it is a donation or not.
- In keeping with 20/20 vision – Jen shared an article about the vision for the future. Included in meeting packets.

President Report:

- 9/13/14 – 2014 Woodbury Day – CV parking lot
- Asked J. Burke if they had met with architect and asked for update. He will pass along updates. Dot will keep following up.
- Under 20/20 vision one of goals is community outreach. DV is going to be president of Woodbury chamber of commerce. As voluntary members of board, the board can be an honorary member of Chamber of Commerce. We will be in position to partner with businesses in town. Community outreach, developing relationships.

Motion to accept invitation to accept offer to become members made by D. Morris, seconded by P. Coogan.

Aye 6: A. Cooper, D. Weyant, K. McKenzie, E. Pastel, P. Reynolds, G. Tummarello; Nays: 0

- Proposition: take 2 businesses and look into the history of business and history of building. Do they have mission statements, etc. Put together an exhibit – one for each library and then swap so all can see them. Can do history on industry, job opportunities, bibliography of related materials. Could be a public service, community work for students that need volunteer hours. Barber, Oil company, florist, small eateries. Dot would like to see a committee on this, get other adults involved, students involved. Dot will talk to the Chamber of Commerce about this.
- Commentary: We need to support our town: our people and our businesses.
- Asking everyone to write down something we can each contribute regarding the business proposal.
- Volunteer opportunities:
 - Budget building: personal, materials – needs to get done in July

Goals – director evaluation

- Community outreach:
- What do you want to improve, install, publicity, new programs? What are our ideas?
- #1 Non-English speaking program for mothers/children.
- Seek members of community offering interesting careers, talents, hobbies, etc willing to volunteer for a program
- Can we offer delivery to people that can't get out to library. Maybe work with Meals on Wheels.
- Set up books section for Latinos – young adults needed; have children's books.
- There is Russian population – are there materials available?
- Expand web site coverage; increase publicity; town hall meetings. Dick Mooney's books. Muddy Water Players. We should have the story written about how these books came to us. Do we use Ben Myers? Do we have an open house or dedicate a chair in honor of him? Can Pat R find his daughters?
- Summer reading program.

Approval of 14 vouchers. Motion to approve by P Coogan; second by A. Cooper
Ayes 6: D. Morris, D. Weyant, K. McKenzie, P. Reynolds, G. Tummarello, E. Pastel; Nays: 0.

Dona Weyant submitted resignation from board effect 6/25/14.

Motion to adjourn at 9.40 PM by Dona Wegant, second P. Coogan.
Ayes 6: D. Morris, A. Cooper, K. McKenzie, P. Reynolds, G. Tummarello, E. Pastel; Nays: 0.

Next regular Board meeting is July 29, 2014

Respectfully submitted,

Karen McKenzie