

**Woodbury Public Library
Board of Trustees Meeting
5/30/2017
Highland Mills Branch**

Trustees in Attendance:

Dorothy Morris, President
Patricia Conques
Patricia Coogan
Angela McKeown Cooper
Ellie Pastel
Cathy Schmidt
Gail Tummarello
Also present: Cathy Imburgia, Principal Library Clerk

Trustees Absent:

none

The meeting was called to order at 7:03 p.m.

Acceptance of Minutes:

Motion by C. Schmidt, seconded by G. Tummarello to accept minutes of 4/25 meeting. All voted in favor of said motion.

Acceptance of Policy Concerning Unattended Children at the Library:

Motion by P. Conques, seconded by E. Pastel to accept written policy regarding unsupervised children at the library. All voted in favor of said motion.

Adoption of New Template:

Motion by D. Morris, seconded by P. Conques to adopt a uniform template for all library policies. All voted in favor of said motion.

Payment of Vouchers:

Motion by P. Coogan, seconded by E. Pastel to accept 28 vouchers for payment. All voted in favor of said motion.

Adoption of New Form for ILL Lost Items:

Motion by P. Conques, seconded by G. Tummarello to adopt new form for lost items that are Inter Library Loans. All voted in favor of said motion.

Revision of Staff Request for Time Off Form:

Motion by P, Conques, seconded by P. Coogan to accept revision of form used by employees to request time off work. All voted in favor of said motion.

Budget Modification:

Motion by D. Morris, seconded by C. Schmidt to move \$2000 from personnel services to equipment. This money was used for installation of security equipment. All voted in favor of said motion.

Items Discussed Not Requiring Motions Included:

- Shortage of patron parking spaces at CV branch when there are events at Smith Clove Elem.
- Cleanliness of bathrooms at both branches continues to be inadequate.
- Search for library director is continuing.

Adjournment:

Motion by C. Schmidt, seconded by P. Coogan to adjourn meeting at 9:30pm. All voted in favor of said motion.

Next Meeting:

Next meeting will be held Tuesday, June 27, 2017.