

Board of Trustees Meeting
08/30/2011
Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President
Dona Weyant: Vice President
Jane Kinney, Secretary
Frances Van Etten: Record Keeper
Ken Bonnaffons
Pat Reynolds
Nancy Simpson

Trustees Absent:

Kim Hood
Sigrid Barker

Jennifer Bradshaw: Director Woodbury Public Library

Call to Order: Meeting called to order @ 7:35 PM by the President of the Board: Dorothy Morris.

Minutes of the Previous Meeting: The minutes of 7/26/11 meeting were approved with two corrections. Mrs. Weyant pointed out a correction on the spelling of her last name. Ms Reynolds noted that she was asking for an update on the **keys** for the Highland Mills branch, not the cleanliness of the bathrooms. This led to a brief discussion on situation of the H.M/ Senior Center bathrooms not being monitored. Ms Morris suggested that individual Trustees write a letter of their concerns to the Town Board. Mr. Bonnaffons made a motion to accept the minutes with the corrections. The motion was seconded by Ms Kinney. All were in favor of accepting the minutes from 7/26/11. AYES 7: Morris, Weyant, Kinney, Van Etten, Bonnaffons Reynolds, Simpson. ABSENT: 2

Public Comment regarding Agenda Items: none at this time

Record Keeper's Report: Ms Van Etten reports an additional revenue of \$ 120.00 from Firecracker Day to the Revenue line: L2705 for a total of: \$ 9,560.38

Approval of vouchers to submit to Town Hall: vouchers were signed and submitted to Town Hall prior to this meeting as they were due by 8/29/11.

Ms Morris prefaced the Director's report by mentioning the following: The Trustees manual states that the Director has the responsibility to construct the operating budget. The Operating Budget income source from taxpayers is determined each year (based on a 2 % cap). Certain items such as Personnel, retirement, utilities are out of the control of the Board/ Director. The 3 Funds that are the responsibility of the Board to administer are the: Capital " Reserve" Fund:

designated for major capital improvements in physical plants and technology (\$100,000). Capital Fund: earmarked for capital improvements/ technology (over \$300,000) and the Gift/Donation Fund: L2705 (former " private account"). Mr. Bonnaffons made a motion to move some of the money from the Capital Fund to the Capital Reserve Fund. (\$50,000). The motion was seconded by Ms Weyant. AYES: 6: Weyant, Kinney, Van Etten, Bonnaffons, Reynolds, Simpson. NAYES: 1: Morris. Absent: 2.

Director's Report: presented by Ms. Bradshaw

- Ms Bradshaw presented the 2012 Budget Request Narrative for review by the Board
- Automation will be funded by the Libraries Appropriated Fund Balance. Some discussion ensued in regards to the various Internet Databases. Ms Simpson recommended advertising features such as Mango Languages, to make the public aware of some of the wonderful offerings available to them. She also recommended getting a baseline of usage now of the Internet Databases, and then look at the usage after some advertising on the web site. Jennifer will look into finding out how to run a report, and Ms Simpson will do some advertising on Mango Languages and tie it into travel. Ms Morris will advertise Ancestry and Heritage Quest.
- It was determined that the Wi-Fi Maintenance for both Branches, should remain in the Town Budget. The estimated total for Automation Line will be \$ 14, 377.
- It was also agreed to purchase 4 Nooks for each Branch.
- BCD's/DVD's AV 437: Based on projected expenditures for the remainder of 2011, we should use the allotted \$5,000. Projected need for 2012 is \$6,000, however will ask for \$ 3,000 with the remaining coming from the Fund Balance.
- RCLS/(ANSER): RCLS sent out a ballot for the Trustees to vote on an increase in the ANSER fee. Ms Simpson made a motion that the Library spend \$ 1,170.28 for RCLS (ANSER) fee. Seconded by Ms. Weyant. All in favor: AYE: 7: Morris, Weyant, Van Etten, Bonnaffons, Simpson, Reynolds, Kinney. NAYE: 0. Absent: 2.
- Dowser water: at Central Valley: \$ 300/year. The question arose if CV could have a drinking fountain installed.
- Fund Balance Expenditures: will put \$ 40,000 on this Expenditure Line.
- McNaughton Books: \$15,000 per year. Jennifer will look into the % of increase in cost of books and calculate into the requested budget- estimates that it will be approximately \$ 33,000.
- Mr. Bonnaffons made a motion for the Board to approve Ms Bradshaw's proposed Budget. Motion seconded by Ms Simpson. All in favor: AYE; 7: Morris, Weyant, Van Etten, Bonnaffons, Simpson, Reynolds, Kinney. NAYE: 0. Absent: 2.

Committee Reports:

- Legal: Ms Morris reports that the Library Attorney would like to meet with the Town Supervisor, Town Attorney and Ms Morris. In addition, Ms Morris signed consent that we are going to proceed with the purchase of Liability insurance.
- Building Improvements: Voucher was signed for \$ 6,949.46 for the installation of carpeting at the Cornell Branch. Funding is coming from the Cornell Fund.

Old /New Business:

- Friends disbanding. A letter was received from the Friends that they are disbanding. They have closed out their account and have written a check for: \$ 2,949.03 to the Library. Ms Morris made a motion for the Secretary to send a letter of appreciation to the Friends for

the many years of support to the Library. Motion was seconded by Ms Weyant. All in favor: Ayes: 7: Morris, Weyant, Van Etten, Bonnaffons, Simpson, Reynolds, Kinney. Nays: 0, Absent: 2. In addition, it was agreed to purchase 4 Nooks, with some books uploaded on them, for each Library and to engrave on each one, recognition of the Friends.

Additional Items:

- Ms Morris will write a letter to Ms Barker to determine her interest in remaining on the Board due to her absence at meetings over the past several months.

Public Comment: none

Mr. Bonnaffons motioned to adjourn the meeting, seconded by Ms Simpson
Meeting was adjourned at 10:25 PM

Next Meeting:

Regular Board Meeting: September 27, 2011.

Respectfully Submitted,

Jane Kinney