

Woodbury Public Library

Board of Trustees Meeting 1/31/2012 Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President
Dona Weyant: Vice President
Jane Kinney, Secretary
Frances Van Etten, Record Keeper
Kim Hood
Pat Reynolds
Ken Bonnaffons
Ellie Pastel

Trustees Absent:

Nancy Simpson

Jennifer Bradshaw: Director Woodbury Public Library

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

Minutes of the Previous Meeting: The minutes of the 12/28/11 meeting were approved after a review and brief discussion. The motion to accept the minutes was made by Ms Hood and was seconded by Mr. Bonnaffons. All were in favor of accepting the minutes. AYES 8: Morris, Weyant, Kinney, Van Etten, Bonnaffons, Hood, Reynolds, and Pastel. ABSENT 1: Simpson

Record Keeper's Report: Ms Van Etten notes that the account currently shows a balance of \$ 1,163.43. However there are some credit vouchers that need to be added in. Ms Bradshaw will work with Ms Van Etten on adding these in and report the final ending balance for 2011 at the next Board meeting. Ms Van Etten shared the thank you letter that she sent to the Ranannh Park Charity.

Approval of vouchers to submit to Town Hall: Ms Kinney made a motion to submit 19 signed vouchers to Town Hall. Motion seconded by Mr. Bonnaffons. All were in favor of submitting 19 vouchers to Town Hall. AYES: 8: Morris, Weyant, Kinney, Van Etten, Bonnaffons, Hood, Reynolds, Pastel. Absent 1: Simpson

Director's Report: presented by Ms. Bradshaw

- Annual Report: Ms Bradshaw is working on the Annual Report that is due to RCLS on 2/10/12. It will be presented to the Library Board for review and acceptance at the next Board meeting in February.
- Nooks: Ms Bradshaw reports that 4 Nook e-readers will be ready for circulation by 2/5/12. The patron agreement and labeling of the e-readers needs to be completed. The

two Nooks at Highland Mills will be loaded with Mystery and Bestsellers, while the other two at Central Valley will have Romance and Fiction. The Fiction one is geared toward young adults with the Hunger Games and the Witch & Wizard series. There is a 5th Nook with classic novels on it which can be passed among the staff at both branches. During the discussion of e-readers, Mr. Bonnaffons shared a recent article from the NY Times business section about “ Book Store’s Last Stand”. A discussion ensued about the ever changing technologies and how businesses and Libraries are trying to react to and deal with the new technology. The Board needs to look at how to invest in some of the new technology while also keeping those interested in traditional books to keep coming to the Library.

- Smith Clove Art Show: The Smith Clove School is holding their annual art exhibition at the Highland Mills branch on February 1st. Many are expected. Ms Bradshaw will try to post some of the artwork on the Website. This is an opportunity for the public to view the work of the artists that they might otherwise not have. An idea was mentioned about trying to incorporate Back History Month, or Women's History Month into the school's art program, and feature some of the work at each Branch. Perhaps the High School would be able to show some of their projects as well.
- Annual Town Accounting- Ms Bradshaw and Ms LaValle met with the Town Supervisor-Burke and Councilwoman Prestia for the annual accounting review of library fines and copy machine fees on January 12th. It was suggested by Mr. Burke to submit the name of the patron who gave money for fines or copies. Ms Bradshaw indicated that this could be a violation of NY State Law under Civil Practice Laws and Rules Section 4509-Library Records. She contacted Robert Hubsher who expressed his agreement. A copy of the Law was forwarded to Councilwoman Prestia. Ms Bradshaw has not had a response from the Town.

Committee Reports/Old Business:

- Legal: Ms Hood has spoken to the Attorney in regards to weather closure of the Library. As per Library Law, we can close the Library, however due to the current Contract, the Library staff cannot be paid if Town Hall remains open. If the staff wishes to leave, they may do so, however the Library cannot pay them. At this point, the Library needs to abide by the current contract that is in effect until December 2012. This may be a topic to discuss during contract negotiations, but for now the Library cannot close independently of the Town.
- Decor: Ms Morris had nothing new to report on Central Valley. Ms Bradshaw reported that the area behind the circulation desk in Highland Mills had been painted by Building and Grounds. The bookshelf at Bryan's Dog House is still a work in progress.

New Business:

- Legal : Ms Hood reports that the Library's contract with the Attorney is up for renewal. The fees will remain the same: \$ 200/hour for the Attorney and \$ 95/hour for the paralegal. It was agreed by all to renew the contract with Ms Hood signing the agreement: AYES: 8: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons, Reynolds, Pastel. Absent 1: Simpson.
- New Trustee/ Reappointment of Trustees: Ms Ellie Pastel was welcomed to the Board. She briefly discussed some of her observations about how diverse our community is becoming and how we can work on bringing parents and children into the Library. Ms

Pastel will explore some ideas on how the Library can integrate new programs for those in our community whose primary language is other than English. It was also noted that Mr. Bonnaffons and Mrs. Morris were reappointed by the Town for another term as Trustee.

- Election of Officers. The Nominating Committee consisting of: Ms Hood, Ms Reynolds and Ms Simpson proposed the following slate of Officers: President: Ms Morris, Vice President: Ms Hood, Secretary: Ms Kinney and Record Keeper: Ms Van Etten. Mr. Bonnaffons made a motion to accept the slate as suggested by the Committee. Ms Van Etten seconded the motion. All were in favor of accepting the proposed slate: AYES: 8: Morris, Weyant, Kinney, Van Etten, Bonnaffons, Hood, Reynolds, Pastel. Absent 1: Simpson.
- Accountant: Ms Hood looked into outsourcing the Libraries accounting. The overall idea was to look into getting our employees separate from Town Hall. She contacted the accounting firm used by the Town of Florida. It is estimated that the cost for them to do all of the Library's accounting would run about \$ 20,000 to \$ 24,000/year. Instead of having them do all of the accounting, we could also use Paychecks for payroll. In house staff could be utilized to help out with bank deposits etc. In this situation, the accounting firm could generate monthly reports for approximately \$ 6,000/year. Ms Hood recommends delaying any decision until 2013, or at least until there is a new contract.

Additional Items:

- Director's and Officers Insurance: Ms Hood has looked into an insurance policy for: \$ 1 Million for " Non-profit Organization Executive Protection and Employment Practices Liability" from Marshal and Sterling Insurance. More to follow on this.
- Follow up with Robert Hubsher: Ms Hood has been in contact with Mr. Hubsher, he forwarded some helpful documents on the Duties and Responsibilities of Library Trustees which Ms Hood shared with the Board. She asked Mr. Hubsher his opinion on requiring the Assistant Director to be present for the Board meetings. He notes that Ms Bradshaw is the Director of the Library and as such should gather reports from her staff, and relay that information to the Board.
- Budget Modification: Ms Bradshaw will assist Ms Van Etten in moving the donations of the Fund Balance back into the account.
- Parents as reading Partners: starts 2/1/2012.

Public Comment: none

Mr. Bonnaffons made a motion to adjourn the meeting, which was seconded by Ms Van Etten.

The meeting was adjourned at 9:10 PM.

Next regular Board Meeting: February 28, 2012

Respectfully Submitted,

Jane Kinney

