

Board of Trustees Meeting  
3/29/2011  
Highland Mills Branch

Present for the meeting:

Jennifer Bradshaw, Nancy Simpson, Jane Kinney, Dona Weyant, Dorothy Morris, Ken Bonnaffons, Frances Van Etten, Kim Hood, Sigrid Barker, Martha LaValle

Absent from the meeting: Pat Reynolds

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

Minutes of the Previous Meeting: had been emailed or mailed to the Board. Mr. Bonnaffons made a motion to accept the minutes with 1 correction, motion was seconded by Mrs. Barker, all in favor of accepting the minutes from 2/22/11.

Public Comment regarding Agenda Items: none at this time

Correspondence:

Record Keeper's Report: Ms Van Etten reports a balance of \$ 9,418.70 which includes a gift from Doris MacCallum in memory of: Ruth Lawrence for Audio Books. She will be sending a thank you note for the donation.

Approval of vouchers to send to Town Hall: Ms Simpson made a motion to submit 12 vouchers approved by the Board, to the Finance Department at Town Hall. Mrs. Barker seconded the motion, all in favor. It was clarified that a minimum of 3 signature is required before submitting vouchers.

Director's Report:

- CPR/AED training: 3/31 and 4/7/11: Teresa Strong and Jennifer Bradshaw will be attending training on: 3/31, if additional training is required, will take place on: 4/7/11. Ms. Bradshaw will look into training of other staff as well.
- Safety Committee Meeting: Ms Bradshaw will be attending this mandatory quarterly meeting as required of all Department heads on 3/30/11.
- Writing Workshop: Free creative writing classes have begun on Friday evenings at Highland Mills branch. Board noted that Friday evenings could be difficult for many people to attend. Those attending classes, may choose another day of the week.
- Cablevision: Ms Bradshaw is preparing a document to submit to the Town which will outline the benefits of maintaining our contract with RCLS. Ms Bradshaw is concerned

about a decrease in the efficiency of the library in such areas as email, circulation desk activities and inter library loans. Mr. Burke of the Town Board would like to switch to Cablevision.

- Technology: Dawn is working on setting up a Facebook page for the Library as well as looking into setting up a Skype account for the teen Summer Reading Program: "You are Here." This would enable WPL to participate with McKinley Memorial Library in Niles Ohio via video conferencing, chats and voice calls.

#### Old Business:

- Bylaws: Discussion ensued regarding Article IV Section 7 in regards to the Provident Bank account. Ms Morris discussed a recent meeting with the Controller for the State of NY. He is against the Board having a separate account. Line Item L2705 currently exists under Revenues. Ms Potvin could add another line under "Statement of Expenses". If money is to be utilized, a voucher will be created and subtracted from this new line. All gift funds would be deposited into the L2705 Revenue line, and Ms Van Etten would earmark if a donor requests it be designated for a specific purpose. Discussion followed this suggestion. It was agreed that Ms Hood would look into what other Libraries are doing in regards to gift funds. She'll check with RCLS for their input as well. The By Laws will be on hold until Ms Hood reports her findings. In the meantime, it was suggested that Board members and Library Staff think about ways to utilize the current funds of approximately \$ 9,000. Ideas which were mentioned include: upholstering chairs in HM, getting new furniture in HM, getting new furniture in CV. Ms Weygant brought up concern regarding the wording of Article V Section 5. It was agreed that Ms Hood will write a couple of options for review next meeting.
- Central Valley Carpeting: Jane Kinney distributed 2 quotes from R.D. Weiss for 2 different carpet samples. 2 more estimates will be contacted. Once the 3 estimates are in, the Board will review and make a decision as to whom to choose for the job.
- Windows for Central Valley: Ms Morris is working on this. AAA will be coming for an estimate for the front entrance windows.
- Annual Report to the State: Ms Hood made a motion to accept the annual Report to the State, seconded by Ms Weygant, no discussion, all voted in favor.

#### New Business:

- Fund Balance: Currently the Fund Balance Account holds over \$ 300,000. It has been recommended by the Comptroller and Ms Potvin to divide this into 2 funds. One: "The capital Reserve Fund" which would be used for Long Range Plans (and could be earmarked for Building or Technology) and the remainder of the money into: "The Fund Balance account". These would be emergency funds. The Board, patrons and staff will need to come up with ideas as to how to wisely spend the money. A suggestion box was mentioned for the patrons and staff to leave suggestions.
- Record Keeper: Ms Van Etten will continue to send thank you notes to donors.
- Lobbying: the State budget has just been submitted- a brief discussion about trustees contacting our representatives in regards to Library funding.
- Emergency Notification Procedure: Ms Bradshaw discussed a situation which occurred on 3/12/11. She received a call from HM Branch that there was no one to open the CV Branch. Ms Bradshaw came in and opened, however it was realized that a clear path of communication is necessary in the event a staff member is unable to work their shift.

- Workshop: Ms LaVallee attended the workshop on the summer reading program: “ One World, many Stories”. She reports that it was an informative presentation, it gave ideas for the summer program and helped to build enthusiasm. Concern about the lower patronage at the CV Branch was raised. Ms La Vallee notes that since the school next door is now a K-1 Center, there is less after school traffic. In addition, many students are looking up resource information on the internet. Ms LaVallee to brainstorm ideas about how to boost traffic at the Branch.

Additional Business:

- Ms Weygant reviewed previous minutes in regards to an amendment of the By-Laws in regards to the Board appointing new Trustees. This was clarified as follows: It is the Town Board’s job to select a Library Trustee. In the event that there is a vacancy in the middle of a term, the Library Board appoints someone to complete the term
- Ms Morris reports that she and Ms Bradshaw have attended 2 Town Board meetings and have received positive feedback.

Ken Bonnaffons motioned to adjourn the meeting, seconded by Nancy Simpson.

Meeting was adjourned at 9:34 PM

Next Meeting:

Regular Board Meeting: April 26, 2011.

Respectfully Submitted,

Jane Kinney