

Board of Trustees Meeting
09/27/11
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

Trustees Absent:

Nancy Simpson
Sigrid Barker
Ken Bonnaffons
Pat Reynolds

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 8/30/11 meeting were approved after a review and brief discussion. Ms Morris mentioned that she had written a letter to the Town Board regarding keys for the Highland Mills branch bathroom and concern regarding security. She has not received a response. The motion to accept the minutes was made by Ms Van Etten and was seconded by Ms Hood. All were in favor of accepting the minutes from 8/30/11. AYES 5: Morris, Weyant, Kinney, Van Etten, Hood. ABSENT: 4

Record Keeper's Report: Ms Van Etten reports an additional revenue of \$ 2,949.03 from The Friends of The Library for a total of: \$ 12,646.91.

Approval of vouchers to submit to Town Hall: Ms Hood made a motion to submit 15 signed vouchers to Town Hall. Motion seconded by Ms Kinney. All in favor of submitting 15 vouchers to Town Hall. AYES: 5: Morris, Weyant, Kinney, Van Etten, Hood. Absent: 4.

Director's Report: presented by Ms. Bradshaw

- The 2012 Budget was modified after meeting with Town officials on 9/7/11. We must adhere to the 2 % Tax Cap which left approximately \$ 11,000 to work with. There are several contractual agreements which must be adhered to, such as salaries and benefits. Ms Bradshaw presented the modified Budget utilizing a total of \$ 38,705.00 from the Appropriated Fund Balance for review by the Board. Some of the funds will be covering heat and electricity, as well as finishing up the renovations at the Central Valley branch consisting of building a shelf for Wi-Fi and chairs. In addition to purchasing computers for kids which are outdated. Ms Morris cautions that we must utilize these funds judiciously. In addition, there may still be some funds remaining from the Cornell

Donation that can be used at the Central Valley Branch. A motion to accept Ms Bradshaw's modified Budget was made by Ms Kinney and seconded by Ms Hood. Motion was passed unanimously. AYES: Morris, Weyant, Van Etten, Kinney, Hood. Nays: None, Absent: 4.

- Staff meetings: a discussion was held about the logistics of holding staff meetings. Due to the union contract, they need to be planned nearly a year in advance. In addition, funding is an issue. This needs to be investigated further.
- Girl Scout Spirit Day- GS Troop 789 has been given approval by the Town Board to much, weed and possibly add a reading bench outside the Highland Mills branch. It was suggested to donate left over books from Fire Cracker Day to the GS Troop- Ms Bradshaw will look into this.
- Nooks/ Kindle- 4 Nooks have been purchased so far. Ms Weyant will look into an etcher to label the Nooks to acknowledge the Friends' donation as well as to label as property of the Library. The Nooks need to be uploaded with books which should be completed within the next month. A policy for circulation the e-readers needs to be put in place as well. Kindle e-books are now available on Overdrive. Will consider purchasing Kindles in the future, but will need to see how the Nooks work out. Ms Bradshaw will be working with the staff in regards to use of the new equipment.
- Carpeting- has been installed at the Central Valley branch. It looks very nice and the staff notes that the noise and echo has lessened.
- RCLS Breakfast: will be occurring on: 10/07/11. Ms Bradshaw and Ms Morris will be attending.

Committee Reports:

- Legal: Ms Hood has heard from the Attorney. A meeting has been scheduled for: 9/28/11. Ms Hood, Ms Morris and Ms Bradshaw will be meeting with him initially, and then will go to Newburgh to meet with the Town Attorney and John Burke.
- Insurance: Ms Hood has a policy from Marshall-Sterling which she is reviewing. She'll try to look into other carriers as well.

New Business:

- Books on Tape- Highland Mills branch: Ms Bradshaw suggested a couple of ideas to open up space at the Library. One idea is to donate B.O.T. to jails. Another idea is to combine office space, thereby opening up the main section at the branch. It was recommended that Ms Bradshaw look into circulation of the B.O.T before a decision is made to give them away.

Additional Items:

- Donations: Line 7410.466: \$ 1,500.00 was used on the purchase of Overdrive. Ms Bradshaw will give a voucher receipt to Ms Van Etten, so that it can be entered into her accounting. In addition, a motion was made by Ms Hood and seconded by Ms Weyant to move money from The Friends' donation: Line 2705 on the revenue side, to L7410.466 on the expenses side. All in favor: Ayes: 5: Morris, Weyant, Van Etten, Kinney, Hood. Nays: 0. Absent: 4.
- Circulation statistics: Ms Bradshaw to bring the codes to the next meeting so that we can review use of B.O.T and other items next meeting.

Public Comment: none

Ms Hood made a motion to adjourn the meeting, which was seconded by Ms Van Etten

Meeting was adjourned at 9:20 PM, and was then followed by an Executive Session.

Next regular Board Meeting: October 25, 2011

Respectfully Submitted,

Jane Kinney