

Woodbury Public Library

Board of Trustees Meeting

8/25/2015

Highland Mills Branch

Trustees in Attendance:

Dorothy Morris, President
Pat Coogan
McKeown Cooper

Trustees Absent:

Karen DeLuca

Angela
Ellie Pastel
Cathy Schmidt
Gail Tummarello

Also present – Jennifer Bradshaw, Library Director

The meeting was called to order at 7:30 PM.

A correction to the July minutes – the addition of the date for the end of D. Morris’s term of service on the Board of Trustees (2016)– was proposed and the amended minutes were accepted. Motion made by P. Coogan, seconded by A. Cooper, supported unanimously.

Public Comments: None

Director’s Report:

J. Bradshaw provided updates regarding work at the Central Valley branch. Construction is underway. Staff members received information about the contingency plan, both verbally and in writing, that deals with modifying operations and relocating staff. Asbestos removal is scheduled for August 27 and 28, when Central Valley staff will report to Highland Mills, since they will not have access to the CV facility. The siding project will begin on August 31. None of this should affect upcoming program offerings (adult programs on pie making and emergency preparedness). Ways in which this information was shared with the public were discussed.

The summer reading program has ended with satisfactory results. Participation was good, with particularly high attendance at family activities. Printed material presented data regarding participation in the summer program and the number of classroom visits to Smith Clove and Central Valley to interest students in the summer program. It was suggested that nursery schools might be included in this effort next year. The Summer 2016 program theme will be health and fitness.

Display material for the September 18 legislative breakfast will include the Hero Tree begun in May and developed through the summer. Ida Cornell artifacts are also a possibility.

Budget sheets have been distributed to department heads. Sheets are due September 4, and the first meeting to discuss budgets will be September 8.

Staff evaluations have all been completed.

Committee Reports: None

Old Business:None

New Business:

Plans for use of CV facility discussed, with concern expressed that we should have plans for use before moving into Phase II, since wiring, air conditioning, and storage all need to be considered as we move forward. It is anticipated that the library will truly become a community center, with the remodeled space used for children's/YA programs during the day and for adult programs in the evenings.

J. Bradshaw has created a comprehensive document for use by artists who wish to display original work. It outlines the library's expectations and frees the library from liability. D. Morris is moving installation of display strips forward. Procuring secure spaces for display of work that is more multi-dimensional may become a priority in the future. At this point space at tops of bookcases is a possibility. Artists will learn of display options through the website and on Facebook. It was suggested we place information in the Woodbury Gazette and PhotoNews and consider placing a sign in front of the library/senior center. Local schools and art studios were mentioned as sources of work for display. Direct contact with teachers was recommended, and having some sort of "gallery opening" at the start of a display was discussed.

Trustee Input/Comments:

Vouchers: 15 vouchers signed and approved

President's Report:

D. Morris acknowledged the effort that went into creating the director's evaluation and expressed appreciation for all of the input provided.

D. Morris shared a document in which she addressed what has been accomplished and what needs to become a focus as we move ahead, particularly if we are not looking to simply maintain the status quo. The needs of our diverse community, including a range of cultures and age groups, need to be considered as we look to the future. All of us who are invested in the success of the Woodbury library have responsibilities which must be addressed with professionalism and commitment.

The energized programs described in the RCLS Yearly Financial Report prompted a discussion of the staff's willingness to work beyond the limits of job descriptions and contracts. A contact number was provided if we wish clarification of what expectations are reasonable. We also discussed how volunteers might be used to offer programs.

A more detailed discussion of the budget ensued, focusing on funds for equipment, how and where children's programs can be offered, and whether or not resources (reference materials, children's materials) should be located at one site or the other. Creating a more welcoming atmosphere was

discussed, as was placement of a box for food contributions (perhaps donated in lieu of fines for overdue books – topic for later discussion) in the library.

Meeting adjourned at 9:23. Motion made by A. Cooper, seconded by C. Schmidt, supported unanimously.

Next regular Board meeting – September 29, 2015, at 7:30 PM.