

Woodbury Public Library

Board of Trustees Meeting 2/22/2011 Highland Mills Branch

Present for the meeting:

Jennifer Bradshaw, Pat Reynolds, Jane Kinney, Dona Weyant, Dorothy Morris, Ken Bonnaffons, Frances Van Etten, Kim Hood, Sigrid Barker

Absent from the meeting: Nancy Simpson

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

Minutes of the Previous Meeting: were read by the Secretary: Jane Kinney. Mrs. Barker made a motion to accept the minutes with 1 correction, motion was seconded by Mr. Bonnaffons, all in agreement. Going forward, Mr. Bonnaffons suggested that the minutes be emailed (or mailed out to those members without email access) before the subsequent Board meeting. If any corrections are needed, they can be emailed to the Secretary so that the minutes can be corrected before the next meeting. All present were in agreement with this idea.

Public Comment regarding Agenda Items: none at this time

Record Keeper's Report: Ms Van Etten looked into the \$ 2.45 charge to the Gift Fund. A bank representative explained that this is Federal Tax, which has actually increased to: \$ 2.47. The account was opened as a savings account in 1982, there are no signatures associated with the account. The bank representative suggested setting up a Business account. This prompted a discussion in regards what might be the best way to deal with the special funds consisting of the Gift Fund, the Capital Reserve Fund and the Cornell Fund. Kim Hood volunteered to look into this matter.

Approval of vouchers to send to Town Hall: Ms Morris has met with Town Clerk: Desiree Potvin. It was suggested that the number of vouchers approved by the Board, and being forwarded to the Finance Department at Town Hall be mentioned in the minutes. Ms Van Etten made a motion to forward 19 Vouchers to Town Hall, seconded by Ms Hood, all in favor of the motion.

Director's Report: See attached for details

- Smith Clove Elementary: Art Fair held at Highland Mills branch on February 11th.
- Ken Lipston: held a photojournalism workshop at Highland Mills on February 16th. Library received an autographed copy of his book.

- Annual Report: was distributed to the Board for review and approval. Discussion ensued regarding the circulation statistics which have decreased in several areas except for an increase in Children's Non-Fiction. In addition, # of registered patrons has decreased. Ms Morris mentioned getting the word out to teachers living outside the district, but teaching in the district who are eligible to a courtesy card. Ms Bradshaw explained that anyone working in the Town of Woodbury is eligible for a courtesy card. This means that they can borrow items only from Central Valley or Highland Mills. The Annual Report was to be approved by the Board at this meeting, however some members felt there was insufficient time at this meeting to thoroughly review the report. Mr. Bonnaffons made a motion that, going forward the Annual Report would be submitted to RCLS and to the Board at the same time so the Library Board could review it before giving their approval of it at the next meeting. Ms Barker seconded the motion, all in agreement. For the 2010 Annual Report, Jennifer will contact RCLS to change the date of acceptance by the Board to: 3/29/2011, the date of the next Board meeting.
- Circulation statistics: from 1991 to 2009 were distributed and discussed. It was noted that that there was a large overall drop in circulation between 2005 and 2006. Questioned what might have caused this drop. This may need further investigation.
- Central Valley Electrical work: NYSERDA energy audit was done. The library qualifies for a small business energy efficiency grant. Work will begin at Central Valley February 25th.
- Migration to New Catalog: RCLS Library Directors voted at last meeting in January to start negotiations with Sirsi-Dynix to migrate to their product called: Symphony. Features include item or volume specific holdings from web catalog as well as title links from a given book.

Old Business:

- Bylaws changed? Ms Morris reviewed the Bylaws with the Board, with some recommendations for changes and amendments. Because some clarification needs to be made on Article IV Section 7, Ms Morris made a motion to table accepting the Bylaws until this issue is resolved. Mr. Bonnaffons seconded the motion. All in favor to table until March Board meeting.
- Central Valley leaking: due to an ice buildup near the computer area, the computers have been turned off if it's raining or leaking in through windows. Bobby Blair is working on the problem.
- Carpeting for Central Valley: some carpet samples were looked at. 2 were chosen for Ms Kinney to get an estimate from Jim McAvoy from R.D. Weiss. (same company that installed the carpet tiles at Highland Mills)
- Volunteers at the Library: Ms Hood reviewed the union contract in regards to utilizing volunteers at the Library. Volunteers duties could be performed at the discretion of the Librarian. Ms Bradshaw understands from Mr. Burke that a volunteer cannot do the job that someone is paid to do. It was discussed that perhaps a volunteer could not be used for a clerk position due to privacy and confidentiality concerns. Ms Hood volunteered to speak with Mr. Burke about the volunteer issue and what his concerns are.
- Town Board and the library budget: Ms Hood explained that once the Town Board approves the Library Budget, the Library Board can move funds around at their discretion.

New Business:

- Travel Request: Assistant Library Director: Martha LaValle submitted a travel request to attend the NYLA YSS – Youth Services Section conference in the Spring: *Libraries in Bloom*. Martha described several of the seminars which she plans on attending. The speakers and seminars are focused on creating, marketing and evaluating youth services programs. Mrs. Morris requested that Ms LaValle report back to the Library in September about the conference and how ideas were implemented into the Summer program.
- Circulation, increasing patronization at the Branches: Ms LaValle distributed circulation statistics of the 2 branches, month by month between 2008 and 2010. Historically HM circulation is 2:1 of the CV Branch. Two contributing factors could be: The largest story time was switched to HM, and the Audio Books were moved to HM. Other ideas mentioned to increase user-ship at the Library: Face Book, offering Rosetta Stone for languages (Ms Hood to look into this), utilizing CV to house local history, and marketing this offering to the community. It was also mentioned that we need to be able to look into how other services are utilized at the Library such as use of reference materials, computer usage, people counter, etc.

Meeting was adjourned at 10:12 PM

Next Meeting:

Regular Board Meeting: March 29, 2011.

Respectfully Submitted,

Jane Kinney