

# Woodbury Public Library

---

## Board of Trustees Meeting

04/26/2011

### Highland Mills Branch

#### Attendance for the meeting:

The following Trustees were present: Dorothy Morris: President, Dona Weyant: Vice President, Jane Kinney: Secretary, Frances Van Etten: Record Keeper, Kim Hood, Nancy Simpson, Ken Bonnaffons and Pat Reynolds. Others present: Jennifer Bradshaw: Director, Martha LaValle: Assistant Director and Head of Youth Services, Maria Hunter: Chair person of the Beautification Committee.

Absent from the meeting: Trustee: Sigrid Barker

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 given to the Board. Ms Simpson made a motion to accept the minutes from the previous meeting. The motion was seconded by Mr. Bonnaffons. All in favor of accepting the minutes from 3/29/11. AYES 8: Morris, Weyant, Kinney, Van Etten, Hood, Simpson, Bonnaffons and Reynolds. ABSENT: 1

Public Comment regarding Agenda Items: none at this time

#### Correspondence:

Record Keeper's Report: Ms Van Etten reports a balance of \$ 9,438.70 which includes a gift from Lourdes E. Brown. A thank you note has been sent for the donation.

Approval of vouchers to send to Town Hall: Ms Morris made a motion to forward 13 vouchers to the Finance Department at Town Hall, seconded by Mr. Bonnaffons. ADOPTED: AYES 8: Morris, Weyant, Kinney, Van Etten, Hood, Simpson, Bonnaffons and Reynolds. ABSENT: 1.

#### Director's Report:

- CPR/AED training: 3/31 and 4/7/11: Teresa Strong and Jennifer Bradshaw attended training sponsored by the Ambulance corps. Ms Bradshaw voiced concerns about the expectations of the Library staff in the event of an emergency. It was determined that Ms Bradshaw and Ms Simpson would draft a letter to Town Board President: John Burke asking for clarification of Standard Operating Procedure for use of the AED.
- Thanks from Smith Clove School: Ms Bradshaw received a letter from Smith Clove Principal Turnquist thanking the Library for hosting their Art Show and Reception in February. They look forward to further collaboration between the school and the Library.

- Flash Drives: Memory Drives. Ms Bradshaw brought up the idea of allowing patrons to bring in and use their own Flash Drives to save and print documents from the Library. Currently the Library does not allow outside USB drives. There is a concern of infecting other computers with a virus. One suggestion is to have a dedicated computer for this function. It was agreed that this idea warrants further investigation. Ms Bradshaw will contact other Library Directors to find out what they are doing in regards to use of outside USB drives.
- Woodbury Reads : Three Cups of Tea by Greg Mortenson: Ms Bradshaw and Ms LaVallee mentioned a story recently run on 60 Minutes about potential misuse of monies donated to build schools in Pakistan and Afghanistan. The Library staff was informed about the 60 Minutes story as well as provided with a statement from the Board of Directors of the Central Asia Institute. It was decided to wrap up the Pennies for Peace collection project which the Friends of the Library had collected. \$ 98.22 will be donated.
- Wish List: from WPL staff and patrons, Ms Bradshaw put together a wish list of projects and services for the Library. The list was broken down into 4 general categories.
  1. Physical plant improvements: new furniture in both locations, new blinds in HM, better signage at both branches.
  2. Technology: WIFI, projection screen, lap tops.
  3. Trips.
  4. Circulation: Books, DVD's, and movies. Ms Hood spoke of the future of the Library and the idea that people are using the library for technology needs, we may need to look at re-location of space- a Cyber Café was mentioned. It was suggested that the Trustees break down into small groups and communicate with each other about the suggestions. Physical Plant: Ms Morris and Ms Kinney, Technology: Mr. Bonnaffons and Ms Hood, Trips: Ms Simpson and Ms Reynolds. Circulation: Ms Bradshaw and Ms LaVallee.

#### Old Business:

- Bylaws: Ms Hood distributed 2 versions of proposed amendments to the By-Laws for review. In addition, she spoke with Robert Hubsher about the Library's Gift Fund account. Mr. Hubsher again recommended to The Board to engage an Attorney versed in Educational Law. This attorney can speak with the Town attorney and lay out the responsibilities of the Town versus the Library Board. The Trustees need to uphold our Fiduciary responsibilities of the Library. Ms Hood contacted a Law Firm from Hopewell Junction: Donoghue, Thomas, Auslander and Drohan, LLP. Ms Morris made a motion to engage the aforementioned Law Firm. The motion was seconded by Ms Simpson. ADOPTED: AYES 8: Morris, Weyant, Kinney, Van Etten, Hood, Simpson, Bonnaffons and Reynolds. ABSENT: 1.
- Central Valley Carpeting: Jane Kinney distributed 2 additional quotes for replacement of carpet in Central Valley: Adams Family Floor and Spar Floor Covering, Inc. The Board reviewed the proposals and decided to go with R.D Weiss, they are reliable and Highland Mills has had very good success. Motion to go with R.D Weiss made by Mr. Bonnaffons, seconded by Ms Reynolds. ADOPTED: AYES 8: Morris, Weyant, Kinney, Van Etten, Hood, Simpson, Bonnaffons and Reynolds. ABSENT: 1. Ms Kinney will write up proposals to submit to the Town.
- Windows for Central Valley: Ms Morris met with AAA windows in regards to replacing the exterior plate glass as well as 2 side lights around the door. Total cost will be less

than \$ 2,000. Ms Morris will be writing a letter to Mr. Burke asking to include this proposal in the previous work order performed by AAA at Central Valley.

New Business:

- E-Reader Proposal: Ms Hood distributed a proposal to purchase 2 E-Readers, one for each branch. The objective would be to promote awareness of the availability of e-books through the Library as well as to educate staff and patrons on e-reader technology. Training sessions could take place once or twice a month for the staff as well as for patrons. It was also mentioned that promotion of the e-reader could take place by placement of an article in the Woodbury Gazette as well as the Photo News, also to have a display table at Woodbury Day on July 2<sup>nd</sup>. Ms Hood made a motion to approve expenditure for 2 e-readers, which was seconded by Mr. Bonnaffons. ADOPTED: AYES 8: Morris, Weyant, Kinney, Van Etten, Hood, Simpson, Bonnaffons and Reynolds. ABSENT: 1.
- Talk Radio: Ms Morris mentioned a call in talk show in which it was mentioned that patrons could download pornographic material. It was noted that WPL has a policy in regards to this type of behavior. WPL has the right to ask a patron to terminate a session if the content is offensive.

Public Comment/Beautification of HML::

- Ms Maria Hunter, Chairperson of the Beautification Committee informed the Board about an Orange County Development Grant. She will be putting in a proposal for a sitting area in the front of the Highland Mills Branch.

Ms Morris motioned to adjourn the meeting, seconded by Mr. Bonnaffons  
Meeting was adjourned at 9:20 PM

Next Meeting:

Regular Board Meeting: May 31, 2011.

Respectfully Submitted,

Jane Kinney