

Woodbury Public Library

Board of Trustees Meeting 06/28/2011 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, Ken Bonnaffons and Pat Reynolds. Others present: Jennifer Bradshaw: Director

Absent from the meeting: Trustees: Sigrid Barker and Nancy Simpson

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 members for review prior to the meeting. One correction to the minutes as per Ms Hood- The Lawyer reviewed the Charter and Union contract, not the By-Laws. Mr. Bonnaffons made a motion to accept the minutes with the correction. The motion was seconded by Ms Hood. All were in favor of accepting the minutes from 5/31/11. AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons and Reynolds. ABSENT: 2

Public Comment regarding Agenda Items: none at this time

Record Keeper's Report: Ms Van Etten reports that the Gift Fund has been closed out. The money in the Fund: \$ 9, 440.38 was transferred electronically on 6/21/11. There is now a Revenue line: L2705 as well as an Expenditure Line: L7410.466. A Voucher will be required to utilize money in the account. If any funds remain in the account at the end of the year, they will be rolled into the Capital Fund.

Approval of vouchers to submit to Town Hall: Ms Hood made a motion to forward 15 vouchers to the Finance Department at Town Hall, seconded by Mr. Bonnaffons . Ms Bradshaw mentioned 3 vouchers in particular- one for E-Books Overdrive Advantage, 1 for Wi-Fi for Highland Mills branch, and the 3rd one for Lawyer fees in addition to the remaining 13 vouchers. ADOPTED: AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons and Reynolds. ABSENT: 2.

Director's Report:

- Patron Downloading/USB Drives: Ms Bradshaw corresponded with 15 RCLS Directors in regards to their policy of allowing patrons to download items from personal drives, disks etc. 14 of the 15 allow their patrons to do so. It was noted that WPL has a program- Steady State installed on the Patron computers. When the computers are rebooted, anything downloaded is erased. After a brief discussion Ms Hood made a motion to

change a line in the Computer Policy that will allow patrons to download from personal drives, disks etc. The motion was seconded by Mr. Bonnaffons. AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons and Reynolds. ABSENT: 2

- Friends Update: Ms Bradshaw reports that she has sent our 2 emails to the current Friend's Group asking for a meeting to keep the Friend's intact. One response was received. A discussion occurred amongst the Board members in regards to the role of The Friends and The Library Board. Ms Morris read from the Trustees Manual in regards to a Friends Group. The Friends are a separate entity from the Board with their own By-Laws and mission statement. It was decided to move on with other issues of the evening and to think about ways that interest could be generated in the Friends group.
- E Books, Overdrive Advantage: WPL has purchased one E Reader at this time- the Nook. It is being used as a demonstration model at this time. Ms Bradshaw and Dawn have worked on trouble shooting how to down load software and on downloading books. Dawn will be giving several classes in July in which she'll be educating interested Patrons in downloading items. Patrons must bring their own equipment. \$1,500 will be coming out of the gift fund for the one time sign on fee for Overdrive Advantage, in addition to the purchase of more E- books. So far 11 best sellers have been purchased. Ms Van Etten will have a copy of the voucher so that she can keep track of the use of the Gift Funds.
- Woodbury Writers Circle: Ms Bradshaw informed the Trustees that the Writers Circle will not be meeting in July and plan on resuming their meetings in August. This lead to a discussion about groups that are not affiliated with the Library, using the Library as a meeting place. Ms Hood made a proposal to establish criteria for use of the library. Ms Hood and Ms Weyant agreed to work on developing criteria. They will try to contact other libraries as well and bring this information to the Board.

Old /New Business:

- Lawyer comments: Ms Hood received a letter from the Attorney, Daniel Petigrow in regards to the Library's relationship with the Town Board and use of Library funds. He states that the Library is an independent entity, and as such has sole authority over how the funds allocated to it by the Town are spent. This would include decisions regarding employees, the hours of the Library and vendor contracts. He notes that the WPL is unique in the inclusion of certain Library job titles in the Town's collective bargaining agreement. The attorney would need more information and time to investigate these labor issues. Ms Reynolds made a motion for the Attorney to proceed with investigating the labor issues, motion was seconded by Ms Weyant. ADOPTED: AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons and Reynolds. ABSENT: 2.
- Ms Kinney's update on Carpet Quotes: A carpet fourth estimate was received from Peter Hage. It was close to the estimate for R.D. Weiss. A brief discussion followed. A motion was made by MsWeyant to go with R.D. Weiss, they successfully installed the carpet tiles in Highland Mills. The motion was seconded by Ms Hood. ADOPTED: AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Bonnaffons and Reynolds. ABSENT: 2.
- Details/Update on 7/2/11 Firecracker Day: Trustees that are available as well as the Library Director will set up a table with information about the Library and its services. Will also be giving out gently used books.
- Comment on Website: looks good at this point.
- Summer Reading Program: no update on enrollment at this point.

- Outcome of OC grant to guild patio: Highland Mills branch did not qualify for the grant.

Other Business/ Additional Items:

- Windows for Central Valley: Ms Morris reports that the windows have arrived in Chester and are ready to be installed as soon as the carpenter is ready.
- Wi-Fi Shelf at Central Valley: This has not yet been initiated and is in the planning stages- flat versus angled surface, definition of space or open spacing. More to follow as per Ms Morris.
- CPR/AED training: There has been no clarification as to the standard operating procedure for use of the AED.

Public Comment: none

Mr. Bonnaffons motioned to adjourn the meeting, seconded by Ms Morris
Meeting was adjourned at 9:50 PM

Next Meeting:

Regular Board Meeting: July 26, 2011.

Respectfully Submitted,

Jane Kinney