

# Woodbury Public Library

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## Board of Trustees Meeting 02/26/2013 Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President

Jane Kinney: Secretary

Pat Coogan

Angela Cooper

Joseph Ingenito

Ellie Pastel

Pat Reynolds

Trustees Absent:

Ken Bonnaffons

Dona Weyant

Jennifer Bradshaw: Director Woodbury Public Library

Call to Order: Meeting called to order @ 7:30 PM by the President of the Board: Dorothy Morris.

Ms Morris introduced the new member of the Board: Ms Patricia Cooper.

Minutes of the Previous Meeting: A motion was offered by Ms Pastel, seconded by Ms Cooper to accept the January 29, 2013 minutes- All were in favor of accepting the minutes. AYES 7: Morris, Kinney, Coogan, Cooper, Ingenito, Pastel, Reynolds. Nays: 0. Absent: 2: Bonnaffons, Weyant.

Record Keeper's Report: None. This item will still appear on the agenda until change is made in the By-Laws.

Approval of vouchers to submit to Town Hall: Ms Kinney made a motion to submit 18 signed vouchers to Town Hall. Motion seconded by Ms Reynolds.. All were in favor of submitting 18 vouchers to Town Hall. AYES 7: Morris, Kinney, Coogan, Cooper, Ingenito, Pastel, Reynolds. Nays: 0. Absent: 2: Bonnaffons, Weyant.

### Director's Report:

- Personnel: see Director's report for details. 2 Library Clerks have started, working 4 hours each on Saturdays. Director awaiting list of Library Assistants from the Town to begin search for Programmer.
- Smith Clove Art Show: see Director's Report for details. Ms Bradshaw extended invitation for students to display art work year around at the Library.

- Orange-Ulster Boces: see Director's Report for details. Donation of old children and VHS tapes to BOCES Minisink Valley Satellite Program.
- Annual Report: due: March 22nd. Director will be working on this.
- Universal Class: See Director's report for details. This is a new database consisting of over 500 continuing education classes offered online for Patrons with a WPL card. Ms Bradshaw and Ms Morris will be putting articles in the local paper announcing this new offering.
- New York Newsday reaches out: Ms Bradshaw shared an email from Jeff Harper, praising the WPL's website in informing the community of resources, news and events for the community. There is now a link on the WPL website to NY Newsday.
- Library PR: Ms Bradshaw has purchased a small number of WPL bumper stickers to give to patrons as they check out.

#### Committee Reports:

- Nominating Committee: Mr. Joe Ingenito presented the following slate of officers: Ms Dorothy Morris: President, Ms Ellie Pastel: Vice President and Ms Jane Kinney: Secretary. Ms Cooper made a motion to accept the slate of officers, seconded by Ms Reynolds. All were in favor of accepting the slate as offered. AYES 7: Morris, Kinney, Coogan, Cooper, Ingenito, Pastel, Reynolds. Nays: 0. Absent: 2: Bonnaffons, Weyant.
- Retirement Plans for Ms LaVallee: Ms LaVallee's last day will be March 29th. Ms Pastel has spoken to her about plans to acknowledge her years of service and to plan a celebration. Ms LaVallee prefers to not have a public announcement of her departure. Ms Pastel made a suggestion of giving Ms LaVallee a gift card to a local nursery as she has a love of gardening. Those Board members wishing to donate may do so at the next meeting.
- Communications and future procedures with Town Liaison: Mr. Palermo had a conflict with this evenings meeting. He will try to attend next month.

#### Old Business:

- Review/Revise Policy on Conduct and Behavior in the Library: The Board reviewed the current policy as well as the working copy of a revised policy. It was acknowledged that a tone of respect for the use of the space and respect for staff and other patrons is essential at the Library. The Town of Woodbury Chief of Police Vasquez will be meeting with the staff to review safety measures. No decisions were made to change policy at this time. Will be reviewed again. Board members encouraged to email Ms Bradshaw thoughts on the policy.
- Presidential Plaques: will postpone until Mr. Bonnaffons is present.

#### New Business:

- Schedule of Meeting Dates for 2013: . was distributed by Ms Bradshaw.
- Schedule and Timeline of Monthly duties required by Trustees: Nominations, Budget, Annual Report Review, Director Evaluations: To be discussed at a future meeting.
- New Board Member: Ms Morris introduced the new WPL Board member: Joseph
- Library By- Laws: to be reviewed at a subsequent meeting.

#### Additional Items:

- New Fire Alarm and Panic Buttons to be Installed at both branches.

- Committee to write/revise the Mission statement: Board to review and discuss at next meeting. Board encouraged to email Director their thoughts/ ideas in regards to the statement.

Motion to adjourn the meeting made by Mr. Ingenito, seconded by Ms. Cooper. All were in favor of adjourning the meeting. AYES 7: Morris, Kinney, Coogan, Cooper, Ingenito, Pastel, Reynolds. Nays: 0. Absent: 2: Bonnaffons, Weyant.

The meeting was adjourned at 9:30 PM

Next regular Board Meeting: March 26, 2013

Respectfully Submitted,

Jane Kinney