

# Woodbury Public Library

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## Board of Trustees Meeting 4/24/2012 Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President  
Kim Hood: Vice President  
Jane Kinney, Secretary  
Frances Van Etten, Record Keeper  
Dona Weyant  
Pat Reynolds  
Ken Bonnaffons  
Nancy Simpson  
Ellie Pastel

Trustees Absent:

None

Jennifer Bradshaw: Director Woodbury Public Library  
Frank J. Palermo: Woodbury Town Councilman, WPL Liaison  
Lynn Prestia: Woodbury Town Councilwoman

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

### Daily Cash Reports

The meeting commenced with Mr. Palermo and Ms Prestia explaining a recent audit done by the Town on Library Finances. Ms Prestia shared the Office of the State Comptroller's audit tool with the Board. She explained that the Town does an internal audit on all departments that collect fines or fees. In auditing the WPL she notes there is a daily discrepancy with the computer generated report not matching with the cash register tape. These two should be in agreement. Ms Prestia also notes the copy machine has no paper print out so there is no paper trail. A suggestion was made to use the counter on the copy machine to track copies being made by the public. Ms Bradshaw notes that until recently a daily report was only available from the cash register, now Symphony is able to generate a report, however it may not be capturing all of the transactions. She will contact RCLS to see if they can program in other transactions. She also has a call in to Toshiba for information on monies collected from the copier machines. The privacy issue of patrons was also discussed. Mr. Palermo stated that the Town does not need to know the name of the patron paying a fine, however the information needs to be available if the Comptroller's Office requests it. Symphony can generate this information if necessary. When Ms Bradshaw met with Mr. Burke and Ms Prestia on April 6<sup>th</sup>, she did not have the accounting book for Central Valley Branch. She will go over both branches books and try to determine where the discrepancy is. It was emphasized that educating the staff is very important in dealing with these transactions. Reminding all staff that donations need to be kept separate from the fines and copy machine transactions. The Board suggested looking into purchasing a new smaller copier,

designated for the patrons only, also to look into Staples or Printing Plus when large numbers of copies or pamphlets are needed for the Library. Ms Bradshaw plans on meeting with the Town to get this issue resolved.

Mr. Palermo and Ms Prestia left after the above information was discussed. The meeting proceeded as follows:

Minutes of the Previous Meeting: A motion was offered by Ms Pastel, seconded by Ms Weyant to accept the March 27, 2012 minutes submitted with the following corrections: Ms Kim Hood is Vice President, not Ms Weyant, 2 spelling corrections: under Upholstery update- she **has** spoken to, instead of a spoken, also: **Astoria** Queens, not Astoia Queens. All were in favor of accepting the minutes with corrections. AYES 9: Morris, Hood, Kinney, Van Etten , Bonnaffons , Weyant, Reynolds, Pastel and Simpson.

Record Keeper's Report: Ms Van Etten reports there were no thank you notes to send out this month.

Approval of vouchers to submit to Town Hall: Ms Morris made a motion to submit 12 signed vouchers to Town Hall. Motion seconded by Ms Simpson. All were in favor of submitting 12 vouchers to Town Hall. AYES: 9: Morris, Hood, Kinney, Van Etten, Bonnaffons, Weyant, Reynolds, Pastel, Simpson.

Director's Report: presented by Ms. Bradshaw

- Daily Cash Reports: see previous page for details. Ms Simpson suggested having Lorelei Pitt from the Town come in to review our current system of collecting and recording fines, perhaps to also contact other libraries in RCLS as well.
- Pay Pal Payments: WPL has received its first quarterly payment from Pay Pal. The money will go in as fine money with the weekly fine report.
- More Money: WPL noted that Symphony is best viewed on a large screen monitor. They ordered a bulk order of monitors and reimbursed WPL: \$ 199 for the screens purchased in December. The check was sent to Town Hall.
- Museum Passes: Ms Bradshaw received 36 vouchers (for \$ 250) for The American Museum of Natural History. A draft policy for obtaining the vouchers was reviewed. After revisions were made, Ms Simpson made a motion to accept the new policy, seconded by Ms Kinney. All were in favor: Ayes: 9 Morris, Hood, Kinney, Van Etten, Bonnaffons, Reynolds, Weyant, Pastel and Simpson. Patrons will be able to obtain up to 4 vouchers per household per year. It was suggested to put a note on the ticket that if patron is not going to use the ticket, to please return it to WPL so that another patron can use it. They will be announced on Channel 22, the WPL web site as well as in the Woodbury Gazette. Ms Bradshaw looked into purchasing a pass for the Mid Hudson Children's Museum for \$ 250 per year. The pass would cover 2 adults and all children 18 and under per household. Ms Simpson made a motion to purchase this pass, seconded by Mr. Bonnaffons. All were in favor: Ayes: 9 Morris, Hood, Kinney, Van Etten, Bonnaffons, Reynolds, Weyant, Pastel and Simpson. Ms Bradshaw will make a draft policy for use of the pass and present it to the Board next month. Ms Bradshaw has calls in to the Museum of the Moving Image as well as Storm King Art Center.

- Programming: Ms LaValle, Assistant Director reported a very good turnout for the 3 programs held in conjunction with the Woodbury Reads! selection: "Snow flower and the Secret Fan". The selection for 2013 will be Michael Shaara's Civil War novel: "Killer Angels." The Summer Reading Program is moving along- flyers, calendars and materials are being printed. Ms LaValle met with Ms Pastel to talk about having a Bilingual story time at the Library. Current plan is for 3 to be scheduled in July at the Highland Mills branch. In addition, there is a plan to have a small book collection available for loan for those without a Library card. The idea is to put patrons at ease about joining the Library.

Committee Reports: none at this time

Old Business:

- Upholstery Update : Ms Morris and Ms Bradshaw met with an upholsterer- Anita Brush. She does commercial work. She notes that the foam cushions are nearly 20 years old and should be replaced. She mentions that foam costs have gone up in recent years. She will cost out the foam and fabric for each chair. Once those estimates are received, we can compare that to purchasing new furniture. Ms Morris notes that new versions of the furniture do not appear to have the same quality as the current furniture, so we will need to see what the new estimates are and then make a decision as to how to proceed.
- Ms Pastel's update on Learning a new language: Ms Pastel met with Martha LaValle, Assistant Director. They discussed ways to offer the opportunity for the public to learn a new language. The opportunity can be for children (or adults) to learn Spanish as well as for children (or adults) to learn English. Ms LaValle has pamphlets that are available to encourage children to read which she'll be copying. They plan on starting this during the July Summer Programming. "Choosing Colors" may be the first selection with the idea of a song to accompany the reading as well as a free book as a gift to participants. The evening may be called: " Nucho des Quentos" – A Night of Story. Ms Pastel also mentions that she has contacted an Italian teacher at Monroe-Woodbury asking if AP students might be interested in volunteering to read at the Library. Another idea is to contact the Priest from St Patrick's that conducts mass in Spanish. Ms Pastel also mentioned the idea of forming a Grant Writing Committee in regards to Learning a new language.

Additional Items:

- Unattended Children Policy: Ms Bradshaw submitted a revised/draft policy as well as the current policy. Discussion ensued as follows. Age limits are difficult due to variability in maturity of children. Staff is not responsible for children out in the parking lot, if unsupervised, the police should be called. After careful review and discussion of the current policy it was agreed to keep the existing policy. Ms Reynolds made a motion, seconded by Mr. Bonnaffons to keep the current policy. Ayes: 9 Morris, Hood, Kinney, Van Etten, Bonnaffons, Reynolds, Weyant, Pastel and Simpson
- Use of Space: Ms Morris noted that times are changing and we may need to look at utilization of space in the Library. We may need to consider creating a sound proof area for meetings that could occur during regular Library hours. Ms Morris suggests that Trustees, staff and the public submit ideas to her about a redesign of the space. We may also want to consider hiring a consultant to evaluate the space.
- Name Tags: update from Ms Bradshaw. She has emailed staff to wear name tags. In addition, she is ordering more tags.

Mr. Bonnaffons made a motion to adjourn the meeting, which was seconded by Ms Kinney.

The meeting was adjourned at 9:55 PM.

Next regular Board Meeting: May 29, 2012

Respectfully Submitted,

Jane Kinney