

# Woodbury Public Library

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## Board of Trustees Meeting 5/29/2012 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  
Nancy Simpson

Trustees Absent:

Pat Reynolds  
Ken Bonnaffons  
Ellie Pastel

Jennifer Bradshaw: Director Woodbury Public Library

Frank J. Palermo: Woodbury Town Councilman, WPL Liaison.

Mr. Palermo came to speak with the Board briefly about the concept of " Little Free Library". The overall goal of this project is to encourage people to read. The concept consists of " Birdhouses" which can be purchased or constructed which would house between 10-25 books. The books are donated. People would take a book, bring a book back. Mr. Palermo explains that the Town Board is in favor of the project and they are hopeful that the Library Board will support the idea (and perhaps contribute/donate a Birdhouse as well.) This project would not be a function/duty of the Library.

Call to Order: Meeting called to order @ 8:30 PM by the President of the Board: Dorothy Morris.( delay in calling to order due to late arrival of Board members due to stormy weather)

Minutes of the Previous Meeting: A motion was offered by Ms Simpson, seconded by Ms Hood to accept the April 24, 2012 minutes All were in favor of accepting the minutes. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds.

Record Keeper's Report: as per Ms Van Etten, there is no activity to report.

Approval of vouchers to submit to Town Hall: Ms Simpson made a motion to submit 23 signed vouchers to Town Hall. Motion seconded by Ms Kinney. All were in favor of submitting 23 vouchers to Town Hall. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds.

Director's Report: presented by Ms. Bradshaw

- Daily Cash Reports: Ms Bradshaw has met again with Town Hall on 5/22/12. They want anything put into the cash register to also be entered into Symphony, this should match and be done daily. Money needs to be counted and sent to Town Hall daily. Money bags have been purchased for this purpose. Envision ware printing accounts- over 751 patrons at HM branch alone are utilizing this service. Current deposit amounts on this account are: \$ 925. The Town would like to do away with this account. Discussion ensued as to the benefit of this account for many patron who wish to make copies off the Internet, from Excel etc. Ms Bradshaw will be looking into putting \$ 15 into the Toshiba copiers each week, at the end of the week, whatever change remains will be counted and sent to Town Hall. Suggestion by Ms Simpson to contact the Comptrollers office in regards to this situation. Also to investigate a book-keeper. Apparently Chester Library has a book keeper that works 5 hours per week. Ms Bradshaw notes that this is a work in progress, more to follow. The Board discussed having an amnesty on fines. This is something that had been done in the past. Ms Simpson made a proposal to have Amnesty on Fines for the Month of August. Motion was seconded by Ms Morris. All were in favor of proposal. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds.
- Symphony: a new report on Web reporter called: " Payment Detail by Library/Month/payment type" became available on: 5/18/12. Ms Bradshaw shared this information with Town Hall. Will continue to work with this report and Town Hall.
- More: Ms Bradshaw reports being notified that the Garden Club had contacted the police about an incident at CV Branch- plants had been pulled out, and garbage had been strewn about the area. Incident occurred on weekend of May 19th. Suggestion to look into Security cameras made by Ms Simpson.
- Martha/Programming: Month of May featured: Teddy Bear Picnic, Teen Movie night, and programs on the book: Atonement. Assistant Director will be visiting Central Valley Elementary to promote the 2012 Summer Reading Program. Materials for the SRP have been received, publicity is being worked on.
- Other updates: CV ramp- rotting- has been closed off- repairs to begin soon. Name Tags: all staff have received tags. Museum Passes: 24 already have been given out. Motion to purchase 36 more passes made by Ms Morris, Ms Simpson seconded the motion. All in favor of purchasing 36 more passes. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds. Nooks- have each been out a few times.

Committee Reports: None at this time

New Business:

- Unattended Children's Policy: Ms Bradshaw requested review of the Policy again due to a recent disturbance at Central Valley branch. Proposal to amend the policy as follows: Omit: " Parents will be notified if their children are left unattended and require supervision. If parents or caregivers are unavailable, proper authorities will be notified" Instead: " Disruptive behavior will not be tolerated, local authorities will be notified. " Motion made by Ms Morris, seconded by Ms Hood. All were in favor of proposal. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds. Ms Hood mentioned concern with 1 staff person on duty at

CV location on Saturdays. Ms Bradshaw to look into adjusting staffing to allow for 2 people to provide coverage on Saturdays.

- Mid Hudson Children's Museum Pass- has been received. Ms Bradshaw presented a policy, revisions were made. Motion to accept policy made by Ms Hood, seconded by Ms Kinney. All in favor of revised policy. AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds.
- Budget Modification: Ms Bradshaw proposes a budget modification to transfer \$ 6,500 from Fund Balance from 2011 to cover: the following: \$ 4,000 for Legal fees, \$ 2,500 for Insurance. Motion to accept budget modification made by Ms Simpson, seconded by Ms Weyant. All in favor of the motion: AYES 6: Morris, Hood, Kinney, Van Etten , Weyant, and Simpson. Nays: 0. Absent: 3: Bonnaffons, Pastel, Reynolds.

Old Business:

Upholstery Update : Ms Morris has some re-upholstery estimates, as well as new furniture estimates. She'll be looking to get more bids and will share with the Board when available.

Trustees Orientation: Ms Morris wishes to continue with in-services for the Trustees. She is working with Ms Bradshaw to prepare a Manual for each Trustee with information about: Policies, History/staff/organizational information, Financial statements, listing of monthly meetings. Would also like to focus on the following areas: By-Laws, Long Range Plan, Staff Handbook.

Firecracker Day: will be: July 7th from 11 am to 4:00 pm. Volunteers needed to help staff table for the Library.

Ms Morris made a motion to adjourn the meeting, seconded by Ms Kinney.

The meeting was adjourned at 10:10 PM.

Next regular Board Meeting: June 26, 2012

Respectfully Submitted,

Jane Kinney