

Woodbury Public Library

Board of Trustees Meeting 6/26/2012 Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President
Kim Hood: Vice President
Jane Kinney, Secretary
Ken Bonnaffons
Dona Weyant
Ellie Pastel

Trustees Absent:

Pat Reynolds
Frances Van Etten
Nancy Simpson

Jennifer Bradshaw: Director Woodbury Public Library

Ms Hood gave notification that she would resigning- effective immediately. The Board wished her well and thanked her for her contributions to the Library. Ms Hood departed

Call to Order: Meeting called to order @ 7:40 PM by the President of the Board: Dorothy Morris.

Minutes of the Previous Meeting: A motion was offered by Mr. Bonnaffons, seconded by Ms Weyant to accept the May 29th, 2012 minutes All were in favor of accepting the minutes. AYES 5: Morris, Kinney, Bonnaffons , Weyant, Pastel. Nays: 0. Absent: 3: Reynolds, Van Etten, Simpson.

Record Keeper's Report: Ms Van Etten not present.

Approval of vouchers to submit to Town Hall: Mr. Bonnaffons made a motion to submit 17 signed vouchers to Town Hall. Motion seconded by Ms Pastel. All were in favor of submitting 17 vouchers to Town Hall. All were in favor of accepting the minutes. AYES 5: Morris, Kinney, Bonnaffons , Weyant, Pastel. Nays: 0. Absent: 3: Reynolds, Van Etten, Simpson.

Director's Report: presented by Ms. Bradshaw

- Daily Cash Reports: Ms Bradshaw ran a test run for Symphony & Cash register reports for 1 week and noted that 3 days matched perfectly, the other days did not match up due to human error. Ms Bradshaw would like to work with the Senior Clerks to become educated and familiar with looking at the Register and Symphony reports, Ms LaValle will continue to review the reports at the Central Valley Branch as well. Ms Bradshaw will in-service the staff on errors that were noted and will continue to monitor the reports as well as arrange another meeting with Mr. Burke and Ms Prestia.

- Central Valley Saturday coverage: Ms Bradshaw reports that Ms LaValle will be scheduling High School Service volunteers on Saturdays during the Summer starting July 6th. Ms Bradshaw will be exploring other coverage for the Fall.
- Security: Ms Bradshaw reports that in 2008 there was a training on Workplace Violence Prevention as well as a report prepared by the Town on recommendations for the Library. Some of the items which have not been addressed include the following: The alarms at both branches have not been working for at least two years, the Panic button at Central Valley is located across from the Circ Desk which would be difficult for the staff to access in case of an emergency. In addition, some complaints have been voiced in regards to lack of lighting at night when both branches close. Plan is for Ms Bradshaw to write a letter to the Town, asking them to address the concerns.
- Summer: The Summer Reading Program registration started on: June 16th. Over 50 children attended Kid's day. Ms LaValle has spent time at CV Elementary promoting the SRP and Spanish Story time. A Puppet show will open the Program on July 5th, with the Spanish Story time starting on July 12th.
- Firecracker Day - is July 7th. Ms Bradshaw has purchased bookmarks and posters as well as a plush toy to be raffled off.

Committee Reports: None at this time

Old Business:

New Business:

- Firecracker Day: Ms Morris has printed up posters to be distributed locally. She also has a pop up tent and fold up tables. A blanket will be provided on which to share books. Mr. Bonnaffons brought in Book Plates which he thought might be of use to the Library. Ms Bradshaw will purchase labels to put in the books for Firecracker Day.

Additional Items:

Upholstery Update : Ms Morris has contacted Ramos Upholstery and has received a bid from them for: \$ 2, 334. They purchase foam in bulk and are able to get a better price. This is the 2nd bid, Ms Morris is still looking for a 3rd bid.

Ramp Update: Ms Morris shared a drawing of the proposed ramp which needs to meet ADA requirements and has been approved by the Town. The demolition of the current ramp will begin on June 26th.

Orange County Literacy Volunteers: Ms Pastel reports that the Highland Falls Rotary is looking for a service project. They may be interested in raising funds for bilingual books. She'll report more as information becomes available.

Mr. Bonnaffons made a motion to adjourn the meeting, seconded by Ms Pastel.
The meeting was adjourned at 9:00 PM.

Next regular Board Meeting: July 31, 2012

Respectfully Submitted,

Jane Kinney

