

# Woodbury Public Library

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## (Special) Board of Trustees Meeting

2/04/2011

### Highland Mills Branch

Present for the meeting:

Jennifer Bradshaw, Pat Reynolds, Jane Kinney, Dona Weyant, Dorothy Morris, Ken Bonnaffons, Frances Van Etten, Kim Hood.

Absent from the meeting:

Sigrid Barker, Nancy Simpson

The first order of business was to elect and approve a slate of officers for the Library Board. The Board appointed Ken Bonnaffons to chair the meeting. Once the slate of officers was approved, the newly elected President of the Board would chair the meeting. Mr. Bonnaffons explained that the nominating committee (consisting of Frances Van Etten, Jane Kinney and himself had been formed at the previous Board meeting in November. The committee had had met a few times and attempted to contact Board members to determine interest in serving on the Board. The committee recommended the following:

Recorder: Frances Van Etten

Secretary: Jane Kinney

Vice President: Dona Weyant

President: Dorothy Morris

Mr. Bonnaffons commented that the Board needs to get our house in order: we need to hold elections and have meetings according to the By-Laws; we need to do evaluations in a timely manner. In addition, we need to work on improving the relationship between the Town Board and the Library Board. We need to take a more active role in communicating with them.

Mrs. Weyant made a motion to accept the slate as proposed with Ms Hood seconding the motion. All present were in favor of the proposed slate. Mrs. Weyant proposed a brief time out from the meeting to acknowledge Mrs. Salvatore's contributions to the Board, serving on it for over 50 years. After refreshments, Mrs. Morris proceeded to run the meeting.

Minutes of the previous meeting: Ms. Kinney read November 30, 2010. Ken Bonnaffons motioned to accept the minutes with spelling corrections. Motion seconded by Dona Weyant. All in favor to accept minutes with corrections. Ms Kinney will forward a copy to Town Hall.

Record Keeper's Report: Current balance is: \$ 9,397.05. Ms Van Etten noted that there was a \$ 2.45 bank charge. Since the Library is non-profit, there should be no additional charges. She will look into this before the next meeting.

In addition, the Record Keeper offered to send out thank you notes to anyone making a donation to relieve the Director of this. All were in agreement with this proposal. She will acknowledge the donor. If in memory of someone, their family will be notified as well. Mrs. Morris suggested acknowledging gift donations on the Web. It was agreed that this could be discussed at length in the future.

Director's Report: See attached for details

- Personnel: since January 15<sup>th</sup>, the staff is rotating hours at Highland Mills on Saturdays to cover position that was not renewed. The Director reports that this has been going well. It was suggested that a Board member could look into how a Volunteer could be utilized at the Library. Ms Hood offered to look into this with Mrs. Morris assisting.
- Central Valley Wi-Fi: Jennifer reports that some patrons had difficulty logging into the system. The problem was identified and fixed by RCLS. There has been an ice issue at CV, with some water leaking into the area where the computers are set up. Bobby Blair has been contacted; the computers are turned off until the situation is resolved.
- Smith Clove Elementary: Annual Art Show will be held @ Highland Mills on 2/11/2011.
- Ken Lipston: a photojournalist will be hosting a special program of his book: Orange Roots @ Highland Mills on: 2/16/11.
- Staff Meeting: Jennifer held a staff meeting on: 12/17/10. All but 3 of the staff were able to attend. (See enclosed attachment for meeting agenda). Items that were discussed consisted of the Migration of the Spring Valley Library from the ANSER system, the 2011 budget, circulation stats for 2010, staff allocation on Saturdays.
- Annual Report: is due to RCLS by Feb 11<sup>th</sup>. It will be presented for acceptance at the next Board Meeting.

New Business:

- Circulation figures: have been requested by the town Board. Ms Morris mentions that we as Trustees need to look at how we can increase circulation- particularly at Central Valley branch. Ms Bradshaw mentioned that the Circulation statistics only reflect, “ check out” of materials, not “ check-ins.” It is possible to run both statistics on a monthly basis. Ms Weyant made a motion for Ms Bradshaw to run these figures on both branches monthly, was seconded and agreed by all.
- Signage Discussed: Ms Morris had a discussion with Bobby Blair in buildings and Grounds. His department can make a hanging sign in front of Ida Cornell Branch with a backing to make it stand out. In addition, his department will be working on the entrance, which will make it look more like a lobby. More discussion to follow on fixing up Central Valley.
- Collaborating with High School: Ms Hood mentioned a few ideas to tie in programming and increasing circulation and participation at the Branches. Perhaps students at the High School could be approached to assist or develop ideas for programming at the Library. Art students may be interested in a contest of sorts to develop a sign at the Central Valley Library. Perhaps students might be interested in “ adopting a wall” at one of the branches- be responsible for putting up information of interest to the patrons. More discussion to follow.
- New Trustees: Ms Morris notes that Trustees are to have an orientation, which has been lacking in the past. It was suggested on the February 22<sup>nd</sup> meeting that we sort through Orientation materials and decide how to divide up the various areas that need to be covered. All in agreement.
- Town Board: Ms Bradshaw attended a Town Board meeting on 2/3/11. She will try to attend more meetings to keep communications open. In addition, Mr. Frank Palermo, the Library Board liaison for the Town, will be invited to the Library Board meetings.

- Trustee Appointments: Ms Morris has clarified trustee appointments. The Town Board appoints a Trustee when a term expires. If there is a vacancy in the middle of a term, the Library Board can recommend a replacement to the Town Board.
- Vouchers: have traditionally been distributed at the meeting for signatures of the Board. It's been noted that it is difficult to thoroughly review the vouchers during the meetings. Suggestion was made to try to sign vouchers before meeting.
- Carpet for Central Valley: Ms Kinney explained that a representative from RD Weiss Company measured the Central Valley branch and left carpet samples for the Trustees to look at. He will be able to quote a price once a sample is chosen. Further discussion at the next meeting.

Old Business:

- By-Laws: Ms Morris will meet with Ms Potvin to find out what she needs in regards to the By Laws that were amended in November.
- Lawyer/ legal advice for the Library Board. A discussion was held in regards to needing clarification of the rights and responsibilities of the Library Board versus the Town Board. It was explained that the library staff is under the Union contract, however hours of operation for the Town and Library are different. This has created some conflicts in closure of the library in inclement weather, or for holidays as the Library is open on the weekends. Ms Morris mentioned the Association of Towns has a legal department that may be able to provide some assistance. More discussion to follow.
- Replacement Glass for Central Valley: to be discussed next meeting.

Next Meeting:

Regular Board Meeting: February 22, 2011.

Ms Morris requested that any questions or clarifications needed from Jennifer be given to her ahead of time, so that she can do any research and provide any documentation that is requested. In addition, the minutes of the previous meeting and an agenda should be emailed or mailed to each member of the Board, 1 week ahead of the meeting.

Motion to adjourn the meeting was made by Mr. Bonnaffons seconded by Ms Van Etten.

Respectfully Submitted,

Jane Kinney