

Woodbury Public Library

Board of Trustees Meeting 10/25/11 Highland Mills Branch

The following Trustees were present:

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

Trustees Absent:

Sigrid Barker
Ken Bonnaffons

Jennifer Bradshaw: Director Woodbury Public Library

Call to Order: Meeting called to order @ 7:32 PM by the President of the Board: Dorothy Morris.

Minutes of the Previous Meeting: The minutes of the 9/27/11 meeting were approved after a review and brief discussion. The motion to accept the minutes was made by Ms Hood and was seconded by Ms Kinney. All were in favor of accepting the minutes from 9/27/11. AYES 7: Morris, Weyant, Kinney, Van Etten, Hood, Reynolds, Simpson. ABSENT: 2

Record Keeper's Report: Ms Van Etten will have a detailed report available at the next Board meeting.

Approval of vouchers to submit to Town Hall: Ms Hood made a motion to submit 14 signed vouchers to Town Hall. Motion seconded by Ms Kinney. All were in favor of submitting 14 vouchers to Town Hall. AYES: 7: Morris, Weyant, Kinney, Van Etten, Hood, Reynolds, Simpson Absent: 2.

Director's Report: presented by Ms. Bradshaw

- The 2012 Town of Woodbury Budget is out. Public Hearings on the budget will start on 11/03/11.
- Girl Scout Spirit Day- GS Troop 789 chose the Highland Mills Branch of the Library as their Spirit Day Project. On October 22nd, they pruned, mulched and weeded in front of the Library. They also donated and installed a wrap-around bench- around one of the trees in front. Ms Morris and Ms Bradshaw commented on how organized and well behaved the participants were. Ms Bradshaw would like to acknowledge their contribution at a Town Board meeting.

- General Counsel Meeting: A meeting between the Attorneys for the Library and Town of Woodbury as well as the Town Supervisor- Mr. Burke, the President of the Board of Trustees of the Library- Ms Morris, the Library Director- Ms Bradshaw and Trustee- Ms Hood, took place on 9/28/11. It was a preliminary meeting to initiate a dialog between all parties in an effort to outline responsibilities of each entity in regards to the Library and it's functions. No further information available at this time.
- Sympathy Training- This is a new Catalog System that will be going live on 12/08/11. RCLS has begun training of some of the staff. Dawn will be assisting with this as well.
- Books on Tape: We have about 800 Books on Tape. Nearly 350 have not circulated since 12/3/09. A discussion about de-accessioning the tapes occurred. Ms Weyant made a proposal to: De-accession the BOT that have not circulated in 2010 and 2011 and offer them for free to the Public. If there is no interest, we will explore finding an organization that may want the donations. The motion was seconded by Ms Hood. All in favor: AYES: 7: Morris, Weyant, Van Etten, Kinney, Hood, Reynolds, Simpson. Absent: 2.

Committee Reports:

- Legal: no further updates at this time.
- Carpenter update: Ms Morris is still pursuing 2 carpenters to complete work at the Central Valley Branch- The Wi-Fi shelf. She is also looking for chairs for the area.

New Business:

- 2 Draft Proposals : Ms Bradshaw and Ms Hood offered for review by the Board, 2 proposals. A draft E-Book Borrowing Policy and a draft Policy and Rules for the Use of the Facilities. It was agreed that the Board would review the drafts before the next Board meeting. They will be up for discussion at the November meeting.

Additional Items:

- Magnifier viewer: It was noted that the magnifier view for the visually impaired at the Highland Mill Branch has not been used for many years. It was a donation by the Lion's Club. A discussion occurred about alerting the Public about services that are available at the Library- such as this viewer. Also mentioned about distributing a flyer in the Meal's On Wheels about the BOT's give away as well as the Magnifier. Ms Reynolds will speak with the coordinator for MOW's about this.

Public Comment: none

Ms Simpson made a motion to adjourn the meeting, which was seconded by Ms Van Etten.

The meeting was adjourned at 8:10 PM.

Next regular Board Meeting: November 29, 2011

Respectfully Submitted,

Jane Kinney