

Woodbury Public Library

Board of Trustees Meeting 12/28/11 Highland Mills Branch

The following Trustees were present:

Dorothy Morris: President
Dona Weyant: Vice President
Jane Kinney, Secretary
Kim Hood
Pat Reynolds
Nancy Simpson
Ken Bonnaffons

Trustees Absent:

Sigrid Barker
Frances Van Etten

Jennifer Bradshaw: Director Woodbury Public Library
Lynn Prestia: in coming Town Council member was present as well

Call to Order: Meeting called to order @ 7:38 PM by the President of the Board: Dorothy Morris.

Minutes of the Previous Meeting: The minutes of the 10/25/11 meeting were approved after a review and brief discussion. The motion to accept the minutes was made by Ms Simpson and was seconded by Mr. Bonnaffons. All were in favor of accepting the minutes. AYES 7: Morris, Weyant, Kinney, Bonnaffons, Hood, Reynolds, Simpson. ABSENT 2: Van Etten, Barker

Record Keeper's Report: Ms Van Etten was not present, however Ms Bradshaw noted a donation of \$ 350.00 from Raananah Park Charity Fund. These are undesignated funds for use at the Highland Mills Branch. It was mentioned that some of these funds could be put toward re-upholstering some of the chairs at the Branch or for other uses at the facility. The Record Keeper will send a thank you letter to the Association.

Approval of vouchers to submit to Town Hall: Mr. Bonnaffons made a motion to submit 13 signed vouchers to Town Hall. Motion seconded by Ms Simpson. All were in favor of submitting 13 vouchers to Town Hall. AYES: 7: Morris, Weyant, Kinney, Bonnaffons, Hood, Reynolds, Simpson Absent 2: Van Etten, Barker.

Director's Report: presented by Ms. Bradshaw

- Symphony Training: This new catalog system has been live since December 8th. Ms Bradshaw reports that the staff has been educating the public on the use of the system. There is a learning curve for the new system, however Ms Bradshaw believes that in time, users will find it easier to use than the previous system.

- Monitor Screens: New larger monitor screens have been purchased for the circulation desk for easier viewing of Symphony screens. In addition, the Director will start to replace older monitor screens with flat 17 inch screens which will have better resolution
- Back up battery : Ms Bradshaw reports that the back up battery for the surge protector needed to be replaced last weekend at the Highland Mills location.
- Halloween Nor'easter- Ms Bradshaw reports that the Library staff was required to stay and keep the branches open as per Mr. Burke during the storm. A discussion ensued. The Board was unanimous in encouraging Ms Bradshaw to close the Library in inclement weather. Ms Hood will put together a resolution that the Library Board will support the Director's decision on closing the Library due to inclement weather and if the Director has concerns regarding a particular closure, she can discuss it with the President or other member's of the Board.

Committee Reports:

- Legal: By-Laws to be sent by Ms Hood to the Attorney for review.
- Upgrading of Central Valley and Highland Mills: Ms Morris reports that the lobby of Central Valley is nearly complete. In Highland Mills- Ms Bradshaw is working on getting the Children's area fixed up- wallpaper needs to be removed. In addition, looking at changing the upholstery and padding on the chairs. Ms Morris will be contacting an upholsterer in regards to this. As mentioned previously, the donation fund could be used to finance these projects.

New Business:

- 2 Draft Proposals : Ms Bradshaw and Ms Hood offered for review by the Board, 2 proposals. There was a review and discussion of the E-Book Borrowing Policy. Ms Hood made a motion to accept the Proposal as written, seconded by Mr. Bonnaffons. AYES: 7: Morris, Weyant, Kinney, Hood, Simpson, Bonnaffons, Reynolds. Absent 2: Van Etten, Barker. It was suggested that approximately 4 books would be loaded onto the E-reader, with each reader having a common theme, such as Mystery Nook, Romance nook, Adventure Nook etc. The other Proposal was a draft Policy and Rules for the Use of the Facilities as well as an Application for Use of the Facilities. Mr. Bonnaffons made a motion to accept the proposal and application for use of the facilities, it was seconded by Ms Hood. The motion was carried unanimously. AYES 7: Morris, Weyant, Kinney, Hood, Simpson, Bonnaffons, Reynolds. Absent 2: Van Etten, Barker.

Additional Items:

- Accountant: Brief discussion was held in regards to having an accountant for the Library. Ms Hood will look into this.
- E Book readers and the Publishing world: Mr. Bonnaffons shared a recent article in the NY Times about the future of Publishing and the items that will be allowed in e-reader format. Ms Weyant also opened a discussion about her concern in regards to the e-readers, that they can be lost, stolen or damaged, also about the Library's role in supplying the patrons with these devices, and how many will the Library purchase. Provisions for replacement of these devices are in the newly adopted policy. It was also noted that the idea of purchasing some of the e-readers is for the patrons to experience this new technology.

- Nominating Committee: as per By Laws, a nominating committee consisting of 3 members of the Board is required to recommend 4 candidates to fill a one year term. Volunteers for the committee: Kim Hood, Pat Reynolds and Nancy Simpson. They will recommend candidates to fill the following positions: President, Vice President, Secretary and Record Keeper. Ms Morris notes that on January 5th, the Town Board will be announcing the 2 appointees to fill the 2 current open positions. With this information, the Committee will be able to make their recommendations for the following year.
- Public Service Announcement: Ms Morris made an announcement about a community Book Share. The concept behind the book share is to make books that have been read available to others in the community. Bryan's Dog House in Central Valley has agreed to put up a shelf up for donated books. Ms Morris will be contacting Jay's Deli to see if they'd be interested in the project as well. Ms Morris and Ms Bradshaw will be donating their time to accept donated books and to stock the shelves.
- Vacancy on the Board: It has been noted that Ms Sigrid Barker has been absent from the past 7 Board meetings. Efforts via letters and phone calls have been made to contact her to determine her interest in continuing to serve. However to date, there has been no response from her. It was acknowledged that Ms Barker has served on the Board for several decades and has contributed greatly however there is much work to be done and the general consensus is that we need to appoint a replacement Board member so that the Board can operate efficiently. A motion was made by Nancy Simpson and seconded by Ms Hood for the Board to appointment a replacement for Ms Barker. The motion was carried unanimously. AYES 7: Morris, Weyant, Kinney, Hood, Simpson, Bonnaffons, Reynolds. Absent 2: Van Etten, Barker. A letter will be sent to Ms Barker acknowledging her contributions to the Board as well as informing her of the Board's decision to fill her seat.

Public Comment: none

Ms Morris made a motion to adjourn the meeting, which was seconded by Ms Simpson. The meeting was adjourned at 9:30 PM.

Next regular Board Meeting: January 31, 2012

Respectfully Submitted,

Jane Kinney