

**Woodbury Public Library
Board of Trustees Meeting
7/26/2016
Highland Mills Branch**

Trustees in Attendance: Trustees Absent:

Dorothy Morris, President
Conques
Cathy Schmidt
Gail Tummarello

Patricia Coogan
Angela McKeown Cooper
Ellie Pastel

Patricia

Also present: Jennifer Bradshaw, Library Director
Cathy Imburgia, Principal Library Clerk
David Sutz, Town Supervisor
Officer C. Caruso, Town of Woodbury Police Department

The meeting was called to order at 7:05 pm.

Acceptance of Minutes for June 28, 2016:

A question was raised about whether or not the library employee who was present at the meeting was compensated for her time. She indicated that she is on the clock while at the Board of Trustees meeting.

Motion to accept the minutes made by G. Tummarello, seconded by C. Schmidt. All voted in favor of said motion.

Vouchers Accepted for Payment:

Motion by D. Morris to accept 16 vouchers for payment, seconded by C. Schmidt. All voted in favor of said motion.

Director's Report:

- Personnel update – Town was contacted about progress in hiring bilingual employee. No update other than to note that request was made for language-specific description of position.
- Program offering – discussion of conversational Spanish as offering. Need to determine interest, level to target (ages 3-5 or grades K-3). Trial run suggested. Publicity discussed.

David Sutz, Town of Woodbury Supervisor, and Officer C. Caruso of the Woodbury Police Department joined the trustees to discuss incidents involving a disruptive library patron that have occurred at the Highland Mills branch. Two on-site incidents involving this patron were discussed, as were the steps taken by members of the library staff and follow-up provided by the police. Although the patron has not threatened library staff, he has created enough concern that a protocol for dealing with him was discussed. Should he arrive at the library, on-duty staff is to notify the police department so that an officer can be sent to the vicinity of the library. The officer will not enter the library at that point, since a uniformed presence seems to escalate the patron's behavior. Should the patron behave in a manner that heightens the level of concern, a staff member should use the panic button (purchase of additional lanyard style panic buttons discussed) to summon assistance. This step will necessitate the

filing of a report that will create a paper trail should it be needed at some point to allow us to seek an order of protection. If the patron's behavior indicates a desire to hurt himself, the police officer will relay that information to the ambulance corps so that the patron can be delivered to a facility appropriate for his needs. It was noted that at this point the patron has not provided just cause to ban him from the library. If any staff members are uncomfortable with this situation, the possibility of a change in assignment exists. The recommendations will be communicated to the staff by the Director immediately. Motion was proposed to amend the present policy in order to reflect recommendations of Supervisor Sutz and Officer Caruso. A formal motion will be made at the August meeting on the amended policy which will be constructed by the Director. It is anticipated that the motion will be made and accepted at that meeting.

Supervisor Sutz also spoke briefly about funding for the proposed municipal building before leaving.

Trustees returned to the agenda to continue the meeting.

Director's Report (continued):

Waiver for Cooking Activities:

The Director's report submitted to the Trustees prior to the July 26 meeting contained a model from the insurance company addressing the issue of a waiver. Following a brief discussion, a motion to accept the draft of a waiver to be used for participants in cooking activities was made by C. Schmidt and seconded by P. Conques. All voted in favor of said motion. Whether or not a similar waiver should be required for other activities was discussed but not resolved.

Availability of the Senior Center was discussed because of a recent scheduling conflict. Staff will inquire about how that can be avoided in the future.

Committee Report – Evaluation of Director:

A very brief update was provided regarding our evaluation activities and the fact that we will be seeking two trustees to take over that responsibility.

President's Report:

- Distribution of RCLS materials for inclusion in our handbooks
- Acknowledgement of the efforts of an Eagle Scout's beautification project at the Central Valley site. The posting of signs banning smoking on CV property was discussed.
- Personnel issue regarding the removal of a critical letter from an employee's file was discussed. It is hoped that this 2015 incident can be resolved to the satisfaction of all concerned.
- Budget concerns
- Responsibilities of trustees, director, staff
- Development of children's programs and lower level of Central Valley as possible site
- Staff reassignment or realignment

- Responsibilities and accountability – need to consider vision/plan/structure/long range needs – coordination of programs (perhaps seasonally)

Trustees had received an email prior to the meeting in which they were asked to come prepared to discuss perceived needs and possible ways in which they could be addressed. The main focus was for each Trustee to contribute ideas and suggestions to be presented to the director for consideration in the construction of the 2017 budget. The data collected was also to serve as an “idea bank” as we embark on the long range strategic goals plan for the 2020 vision, which is the mission we adopted several years ago. Prefacing the discussion, the President reiterated the recommendation of the NYS Board of Regents and the American Library Association research. This specifically encourages a partnership between Trustees and the Director in developing the best budgets, missions, and plans possible in the interest of the community. The President summarized excerpts from the 2015 Trustees manual, which clearly define the responsibilities of the Trustees and the role of the Director in the process. The meeting ended abruptly when one of the participants chose to leave the meeting.

- Supplemental resources, including trustees and volunteer
- Updated materials regarding Art at the Library

Adjournment:

Motion by D. Morris, seconded by C. Schmidt to adjourn meeting at 10:12 pm. All in favor of said motion.

Next Meeting:

Next meeting will be held Tuesday, August 30th.

Respectfully Submitted

Gail Tummarello