

WOODBURY PUBLIC LIBRARY

---

Board of Trustees Meeting  
July 26, 2011  
Highland Mills Branch

The following trustees were present:

Dorothy Morris, President  
Dona Weygant, Vice President  
Frances VanEtten, Record Keeper  
Kim Hood  
Ken Bonnaffons  
Nancy Simpson  
Pat Reynolds

Trustees Absent:

Jane Kinney, Secretary  
Sigrid Barker

Jennifer Bradshaw, Director Woodbury Library

The meeting was called to order at 7:35 p.m. by the president of the board, Ms. Morris.

The minutes from the previous meeting were approved with one correction requested by Mr. Bonnaffons ie. change "guild" to "build" in the phrase, "to build a garden". The motion to accept the minutes with the one correction was made by Mr. Bonnaffons and seconded by Ms. Hood. The motion was carried.

There was no public comment.

Ms. VanEtten reported that there was no change in the finances from the last meeting.

Ms. Simpson made a motion to approve submitting 16 signed vouchers to Town Hall. This was seconded by Ms. Morris and the motion was carried.

Dawn McFarland, technical Support Assistant, gave a demonstration to the trustees on setting up an e-book account and borrowing and transferring e-books to a Nook. The staff at both facilities will be trained in the standard operating setup procedure so that they can help patrons. The staff will not touch or be responsible for downloading programs to a patron's reader. Ms. Hood volunteered to create a policy and meet with Ms. Bradshaw and Ms. McFarland to get their input.

A discussion followed regarding purchasing more e-books to expand the library's

collection with gift and donation monies.

Ms. Bradshaw presented the Director's Report.

Ms. Morris suggested that with a tight local budget the trustees use funds that we have to purchase enhancements and submit requests only for basics with the up-coming budget.

Ms. Morris reported that the bid for carpeting for the Central Valley branch has been submitted to the Town Board.

Ms. Hood looked through several websites from RCLS libraries and reported on the rules of conduct that were posted for adult patrons. It was decided to postpone discussion to another meeting.

Ms. Hood looked into other libraries' policies on allowing use of the library when no staff was on duty. Ms. Weygant reported on policies about public use from other facilities in town.

Ms. Hood reported that there were no up-dates from our attorneys. She stated that based on information from the attorney, the Library Board should pursue the purchase of Directors and Officers insurance. Ms. Simpson suggested that some policies covered the members regardless of the results of litigation against the board. Ms. Hood will look into various policies and report to the board.

Mr. Bonnaffons volunteered to get specially reduced prices if the library was interested in sponsoring a trip for a production of *The Mousetrap* that he was directing at Bergen Community College

Ms. Reynolds asked for an update on the cleanliness of the bathrooms at the Highland Mills branch. The Town of Woodbury policy is that the bathrooms are open to all when the building is open. They will be cleaned by a crew from the town, but their use will not be monitored.

Ms. Simpson reported on a webinar that she had viewed discussing out-of-the-box ideas for library collections. Several suggestions were seeds that could be used by patrons, musical instruments on loan and Nooks that are pre-loaded with 10 or more genre collections. A discussion followed. Ms. Hood said that she would look into the possibility of violins and lessons at the library. Ms. Reynolds would contact a gardener she knew who might give suggestions about the seeds. Further discussion will be carried over to the next meeting.

The meeting was adjourned at 10:20 p.m.

The next meeting is August 30, 2011

Respectfully submitted,  
Nancy S. Simpson  
Acting Secretary