



300 Tarrytown Road, Elmsford, NY 10523

Greenburgh Public Library

Putting Service First

Library Board of Trustee Meeting Agenda - DRAFT

Date	Wednesday, March 17, 2010	Draft minutes of this meeting will be posted to the Library's web page on, Wednesday, March 24, 2010.	
Time	7:15 PM - 9:00 p.m. EST		
Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Elaine Braswell, Lisa Dinon, David Griff, George Hayward, Frank Musantry, Tomas Saez, Calvin Thomas, Elizabeth Vickery, Darryl Williams	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u> Diana Juettner
Excused Trustees			
Guests	1. John Sexton on WLS Teen Services Consultant 2. Representative from Unique Management		
Objective	Monthly Board Meeting		
Required Input	<i>Inputs are required to the Library Director between 10 and 14 days prior to the meeting. The Agenda will be available 1 week prior to the meeting for review.</i>		
Prior to Meeting	<ol style="list-style-type: none"> 1. <i>Electronic Sign states location of Trustee meeting</i> 2. <i>Paper signs hung to display location of meeting</i> 3. <i>Ensure doors to meeting room are open.</i> 		
Opening Proceedings:			
1	Call meeting to order		
2	Guest Speakers – 1. John Sexton (10 to 15 min.); 2. Representative from Unique Management (15 to 20 min)		
3	Public Comments: (30 minutes is allotted - 5 min per person, prorated if greater than 6 people wish to speak – established 5/29/08)		
Items for Approval:			
4	Vote to adopt previous month's minutes, presented by Secretary/Treasurer Dinon		
5	Treasurer's Report, presented by Secretary/Treasurer Dinon		
6	Accounts Payable, presented by Secretary/Treasurer Dinon		
7	Resolutions		
	0310-1	Approval Library Board of Trustees ByLaws	
	0310-2	Resolution to change the circulation period for express DVDs	
	0310-3	Resolution to change the reserve fee policy	
	0310-4	Resolution to change the lost item policy	
	0310-5	Resolution to adopt ALA Freedom to View Statement	
	0310-6	Resolution to endorse ALA Access to Digital Information, an interpretation of Freedom to View Statement	
	0310-7	Part-time Salary Increase	

Reports and Review:		
8	a.	Administrative Report – Presented by Library Director, Eugenie Contrata
	b.	Personnel Committee Report – Presented by Chair, Elizabeth Vickery
	c.	Building Committee Report – Presented by Chair, Tomas Saez
	d.	Policies and Bylaws Committee Report- Presented by Chair, George Hayward
	e.	Advocacy Committee Report – Presented by Chair, Elizabeth Vickery
	f.	Library Foundation Liaison Update – Presented by Liaison, David Griff
	g.	Friends Liaison Update – Presented by Liaison, Lisa Dinon
9	Accomplishments since last meeting:	
	a.	Library Heating Issues
	b.	Management of Electrical Usage
	c.	Strategic Plan
	d.	Security System Options
	e.	Library Services Contract Discussion
	f.	Official Library Status for NY Rangers, Knicks, & Liberty
	g.	Status of capital projects – signs, security
	h.	Support WLS Advocacy for NYS library funding
	i.	Library support during Books & Cooks
10	New Business:	
	a.	Committee Assignments for Trustees Braswell and Williams
	b.	Unique Management Results
	c.	Report on NYS Library Lobby Day in Albany
	d.	Teen Job Finder – actions for trustees
	e.	Changes to Meeting Agenda or Minutes format
	f.	April – discuss Jerry Nichols training & NYLA membership
	g.	Friends Request to Use Multipurpose Room, May 14 from 6 pm to 8 pm
h.	Elmsford School District Emergency Shelter Request	
11	Announcements & Reminders	
	Mar 24	Monthly Friends Meeting, 7:30 pm Small Conference Room
	Apr 7	WLS Trustee Institute with Jerry Nichols 6pm – Registration Required
	Apr 11 - 17	National Library Week
	Apr 12	Books & Cooks Gala 6pm – 9 pm
	Apr 15	WLS Book & Author Luncheon at Abigail Kirsch – Ticket Required
	Apr 17	Library Board President's Meeting from 10 am to 12 noon, Multipurpose Room
	Apr 21	Library Board of Trustees Meeting, 7:15 pm Multipurpose Room
May 14	Friends dessert party from 6 pm to 8 pm –NEW DATE	

Closing Proceedings:	
12	Adjourn from the public meeting <i>NOTE: IF an Executive session is to follow, state the reason for the Executive session and that a public session will not follow it. Then ask for a motion to commence executive session.</i>
Executive Session:	
13	Motion and vote to open the executive session – an executive session is anticipated for tonight's meeting, to discuss a personnel issue.
14	Discussion in executive session
15	Request motion to adjourn from the executive session and end public meeting.
Meeting agenda to be available 7 days before Library Board of Trustee meeting.	