



Library Board of Trustee Outreach Meeting

Meeting With	Edgemont Civic Council
Meeting Date / Time	Monday, November 2, 2009 8:30PM to 9:30PM
Meeting Location	Edgemont High School
Invitees	<u>Greenburgh Library Board of Trustees in attendance:</u> Frank Musantry Elizabeth Vickery
Meeting Objective	The Edgemont Civic Council invited the Greenburgh Library Board of Trustees to discuss library operations at their November meeting. The library trustees introduced themselves to Edgemont, informed the community of library's direction into the future and commenced face-to-face communications.

Meeting Results

Proceedings:		Comments
1	<i>Introduction</i>	Mr. Bernstein introduced the trustees to the Edgemont Civic Council.
2	<i>Presentation made by: Frank Musantry Elizabeth Vickery</i>	<ul style="list-style-type: none"> • Trustees spoke to collecting community needs as a priority of the Library Board. <ul style="list-style-type: none"> ◦ Trustees will seek invitations from all groups and associations within unincorporated Greenburgh to advocate library services and speak face to face with library users and non-users as well. ◦ Focus groups will be formed in the upcoming months to help create an evolving Strategic Plan for the Library. Information will follow. Groups will be formed based on community for the purpose of collecting the needs from each area of unincorporated Greenburgh. ◦ An online survey is also being prepared which will allow residents to complete and submit to the Library Board if they can not attend the focus group meetings. ◦ The Strategic Plan will be created before the library trustees have an opportunity to meet with all community groups, such as tonight. Any information collected at these meetings will also be utilized in the evolving Strategic Plan to ensure changing needs are met. • Library Board is working together with the Town of Greenburgh to ensure the operability of our new building. <ul style="list-style-type: none"> ◦ Trustees make monthly inspections of the building and keep a list of issues found. We work with DPW to prioritize and assign each issue to be resolved. • Library Board has a vacant seat and will be seeking to interview qualified candidates shortly. • Library Board is expanding its membership to 9. Again interviews will be held for qualified candidates once this is approved by the NY Board of Regents. • Library Board spent months in 2009 to understand each cost within the Library budget. This now allows us to take needed actions to effectively manage the budget.
3	<i>Questions from ECC</i>	<i>Library Board Responses</i>
	a. What dollar amount remains to be paid for the new library building?	\$7,666,924.73 remains to be paid for construction of the new library building. Further questions regarding the construction of the Library should be directed to the Comptroller's office or to the DPW Commissioner.
	b. When will the items on the punch list be completed?	No specific time frame has been determined for final resolution to the punch list items. The DPW Commissioner is actively working to resolve each issue. Any further questions should be made to the DPW Commissioner's office.

c. When will all closing documents be signed by contractors and sub-contractors?	Closing documents are being handled by the Construction Manager and Town Legal Department. Any further questions should be made to the Town Legal Department office.
d. Large cracks are found in the concrete along the north side. This indicates poor quality in construction. What is being done to repair this?	Cracks will be inspected by the Town Engineer for a professional opinion on the severity and level of concern. Any further questions should be made to the DPW Commissioner's office.
e. Why does the library purchase DVDs? This is a waste of money as DVDs can be rented for \$2 each.	DVDs are one source of information provided by today's libraries. Borrowing is free at libraries where rental fees are charged from places such as Netflix or Blockbuster. The Greenburgh Library as well as all other public libraries in Westchester make DVDs available. Libraries seek to meet the demands of the public whenever possible. Through September 2009, patrons have borrowed 160,000 DVDs from the Greenburgh Library. It seems very clear from these statistics that citizens want to have DVDs available at their library.
f. What happened with the \$200,000 excess from 2008 in the capital budget?	The Greenburgh Library ended 2008 with a balance of \$311,443 in the operating budget. Please note that all funds remaining at the end of each fiscal year are transferred in to the appropriated fund balance to be used for future library funding. Monies assigned to a capital account remain in that account until their associated projects are completed.
g. Why was money transferred from the unrestricted fund balance to the operating budget and capital budget?	<p>\$25,000 was transferred from the unrestricted fund balance to the operating budget via resolution #0809-13. This \$25,000 was used to supplement the severely underfunded 2009 budget for books, magazines, DVDs, and audio books. Over \$200,000 was cut from materials purchasing in the 2009 budget as compared to the 2008 budget.</p> <p>\$58,000 was transferred from the unrestricted fund balance to the capital budget via Resolution #0809-12. This money is allocated for a Security System and signage.</p>
h. How many Edgemont residents use the Greenburgh Library as compared to the Scarsdale or Ardsley library?	We are unable to breakdown patron usage area or zip code. This data is currently collected by Library Card (i.e., Ardsley, Greenburgh, Scarsdale).
i. Will the children's librarians be working with Edgemont schools?	<ol style="list-style-type: none"> 1. Recently, the Greenburgh Library received a call from the Edgemont Grammar school librarian concerning a need for more books on ancient Egypt for a class assignment. In response, the children's library has purchased additional titles to meet the demand. 2. The Greenburgh Library also has a very good working relationship with Mr. Robert Brewster, the Edgemont Jr/Sr High School Librarian. Last Spring, the English Department at Edgemont was presented a list of suggested summer reading titles from 7th to 12th grade. Once the faculty decided which titles to include, the library purchased additional books to ensure we could meet the needs of Edgemont students over the summer. Additionally, Mr. Brewster calls or emails a Greenburgh librarian with specific requests. Just this past week, a request was made for material on Immigration, Ellis Island and for critical analysis on three prominent literary works. Mr Brewster also requested a critical review series which we do not own, but was directed to the appropriate library for access to this material. 3. Each month Mr. Brewster and the President of Edgemont's PTA receive an email update from a Greenburgh librarian containing press releases for programs, information about book news as well as tutor.com and learning express.

<p>j. Will the library board look for an educator as an additional trustee who can select more appropriate materials for the library?</p>	<p>Any board to be effective must be comprised of knowledgeable, professionally, organized and diverse individuals working in consistent collaboration and dedicated to the common goal of providing quality public library services to all residents of the community. The duties of trustees are broad in scope. They are:</p> <ul style="list-style-type: none"> • Create and develop the mission of the library; • Select and hire a qualified library director; • Secure adequate funding for the library's service program; • Exercise fiduciary responsibility for the use of public and private funds; • Adopt policies and rules regarding library governance and use; • Regularly plan and evaluate the library's service program; • Maintain a facility that meets the library's and community's needs; • Promote the library in the local community and in society in general; • Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations.
<p>4</p>	<p><i>Closing</i></p> <p>The Library Board of Trustees would like to thank the Edgemont Civic Council for allowing us time to introduce ourselves to your community. We welcome your input both at the Strategic Plan focus group sessions and look forward to working with you to make our library a successful endeavor for your community and all of unincorporated Greenburgh.</p>