



300 Tarrytown Road, Elmsford, NY 10523

# Greenburgh Public Library

Putting Service First

## Library Board of Trustee Meeting Minutes Approved May 28, 2009

<b>Meeting Date</b>	April 30, 2009	<b>Minutes Approval Date</b>	May 28, 2009
<b>Meeting Time</b>	7:15 PM – 10:10PM EST		
<b>Meeting Location</b>	Greenburgh Library – Multipurpose Room		
<b>Participants</b>	<u>Library Board of Trustees</u> Frank Musantry      Thomas McCarthy George Hayward Calvin Thomas	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u> Diana Juettner
<b>Not in Attendance:</b>	Diane Creston Tomas Saez	<b>Quorum Present?</b>	<b>Yes</b>
<b>Meeting Guests</b>	Mel Lipetz, President, Friends of the Greenburgh Library		
<b>Meeting Objective</b>	Regular Monthly Board Meeting		

## Meeting Agenda

<b>Opening Proceedings:</b>		<b>Comments</b>
1	<b>Public Meeting called to order</b> at 7:21 PM by President – Frank Musantry	
2	<b>Public Comment:</b> a. Public Speaker #1 Hal Samis	

Greenburgh Public Library Board of Trustees

Regular Meeting – April 30, 2009

(Rescheduled from April 23, 2009)

Approved May 28, 2009

3.	<p><b>Presentation from Invited Guest(s):</b> a. Mel Lipetz - Friends of the Library</p>	<p>Mr. Lipetz introduced himself to the Library Board, explaining the Friends are an adjunct body to the Library, whose purpose is to support the Library by raising funds which are placed at the Library's disposal.</p> <p>He said his Board had approved the Library's request to buy new furniture for the Children's Library.</p> <p>Mr. Lipetz announced the Friends annual meeting to be held at the Library on June 11, 2009, where discussion will take place on when to hold a book sale in the Library. He is looking toward early November as a possible date. He invited the Library Board to attend the annual meeting.</p> <p>President Musantry thanked Mr. Lipetz for attending and said the Library Board was in the process of putting together a strategic plan. He said the Board's liaison to the Friends, Diane Creston was putting together a group that would include members from the Friends and the GPL Foundation to develop a plan to bring to the Library Board for discussion.</p> <p>Director Contrata thanked the Friends for funding the new furniture in the Children's Library.</p>
4	<p><b>Vote to adopt previous month's minutes:</b></p>	<p>Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward <b>In Favor: # Unanimous</b></p>
5	<p><b>Accounts Payable Report:</b> Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. March 19, 2009–April 23, 2009, in the amount of \$38,924.73.</p>	<p>Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward <b>In Favor: # Unanimous</b></p>
	<p><b>Treasurer's Report:</b> There was discussion about the Treasurer's report. Director Contrata pointed out that copies of completed Budget Transfers would now be included in the Board packet and that she and Secretary/Treasurer Thomas were working on a draft budget transfer policy.</p>	<p>Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward <b>In Favor: # Unanimous</b></p>

Greenburgh Public Library Board of Trustees

Regular Meeting – April 30, 2009

(Rescheduled from April 23, 2009)

Approved May 28, 2009

<p><b><i>Accomplishments since last meeting:</i></b></p> <ul style="list-style-type: none"><li>a. Lower Parking Lot Electrical Problem</li><li>b. Dannon Yogurt Family Health Program/Grant</li><li>c. Insurance Commercial</li><li>d. Library Foundation meeting results</li><li>e. Health Dept. inspection – bathroom without sink status</li><li>f. Employee Appointments - Filled</li></ul>	<ul style="list-style-type: none"><li>a. President Musantry said that as per D&amp;M Electrical, 1 of the 4 main breakers failed for the outside lighting. The defective breaker controls the lights in the lower parking lot. D &amp; M Electric stated there is nothing wrong with any equipment attached to the breaker. Therefore, they think something is wrong with the breaker. New testing of the breaker will be scheduled to try to determine the problem.</li><li>b. Director Contrata said that the Library has applied for a grant from Dannon Yogurt in partnership with the Greenburgh Health Center with assistance from Timmy Weinberg, who is working with the GPL Foundation. The proposal requests funds to provide 4 parent/child workshops in nutrition with a professional nutritionist. The grant would pay for the nutritionist, any staff time needed, printed material handouts, books on nutrition to supplement the Library's collection and begin a collection for the health center.</li><li>c. Assistant Director Greiner said that she opened the building at 6:00 a.m. to the production company filming the commercial for Amica Insurance. The equipment was brought through the upstairs entrance. There were a lot of people and the filming was completed by 10:00 a.m. and clean up continued until 10:30 a.m. when the public was allowed onto the upper floor. The company was very professional, supplied follow up and made a donation to the Library for the efforts.</li><li>d. No discussion of Item D.</li><li>e. Director Contrata reported that the Library notified the Health Department that the cabinet had been installed in the staff bathroom and that the bathroom was operational. The Health Department thanked the Library for the call.</li><li>f. No discussion of Item F.</li><li>g. President Musantry said the donated mirror was installed just prior to the opening celebration. It is amazing watching the children's reaction to the mirror.</li><li>h. President Musantry said that WLS broke the County Libraries into 14 districts and that Greenburgh was in district 6 but Greenburgh had never been invited to any of the districts meetings. President Musantry contacted the WLS Board Member in charge of District 6, Naseem Jamali, and Greenburgh will be invited in the future. Mr. Jamali will be attending the next Library Board of Trustees meeting on May 28, 2009.</li></ul>
---	--

Greenburgh Public Library Board of Trustees

Regular Meeting – April 30, 2009

(Rescheduled from April 23, 2009)

Approved May 28, 2009

<b>Reviews by Committee:</b>	
7	<p><b><i>Administrative Report</i></b> <b>Presented by Library Director: Eugenie Contrata</b></p> <p>a. Director Contrata spoke about the Administration Report and asked Cory Deitchman to report on the opening celebration for the public that the Library had on April 19. Mr. Deitchman said that the celebration was very successful, that the staff had worked very hard to make it a success. There was a festive atmosphere that day and patrons seemed to enjoy the day very much. The Library had received \$1,000 from Baker &amp; Taylor towards the celebration and staff had secured a number of food donations from local area merchants, such as Sam's Club, the A &amp; P, Morton Williams, Trader Joe's, Carmine's Italian Deli, DeCicco's Food Market, Franks Food Court, and the Hartsdale Cheesery. Part-time Library Clerk Ellen Hershey secured donations from a number of people. There was a \$50 gift certificate from Applebee's, \$25 gift certificates from Borders and Best Buy and assorted books and DVDs. Barnes &amp; Noble donated 60 copies of the Dr. Seuss classic, "Oh! The Places You'll Go!" These were "raffled" off utilizing fortune cookies. In 60 of the fortune cookies available to patrons were the "fortunes" indicating you had won a book.</p>
8	<p><b><i>Finance Committee Report</i></b> <b>Presented by Chair: Calvin Thomas</b></p> <p>a. Secretary/Treasurer Thomas reported the committee was in process of setting up a meeting with the Town's Comptroller's office in an attempt to get a data feed for the information Director Contrata currently receives manually. With a data feed Secretary/Treasurer Thomas said the Board should be able to manage the finances better with more ability to have input in to the budget process with increased analysis possible. June is usually the time the Finance Committee and Director Contrata begin preparing for the next year's budget.</p>
9	<p><b><i>Building Committee Report</i></b> <b>Presented by President Musantry</b></p> <p>a. President Musantry gave the Building Committee Report in the absence of Trustee Saez. President Musantry said the building inspection sheet he and Trustee Saez were working on should be ready for presentation to the Board by the next meeting. He said inspection of all the light switches had been completed and that some questions were awaiting answers.</p>
10	<p><b><i>Policy &amp; ByLaw Committee Report</i></b></p> <p>Vice President Hayward said he had completed a draft of the Meeting Room policy. There was still the question of what to charge for use of the rooms and what equipment was available in each room, as well as the capacity for each room. It still had to be determined what organizations in what areas of Greenburgh should be able to utilize the room free of charge, such as Town Departments or civic associations. There was discussion about allowing/not allowing social events at the Library and the format of the policy. Director Contrata suggested establishing a tiered level of types of organizations allowed to utilize the room by priority. Vice President Hayward and Director Contrata are establishing which other policies need review. The Meeting Room Policy was moved to the May 28, meeting.</p>
11	<p><b><i>Personnel Committee Report</i></b></p> <p>Trustee McCarthy said the Personnel Committee had reviewed Andrew Farber's annual job performance review. Vice President Hayward said Mr. Farber is a valuable asset to the Library. Trustee McCarthy said a resolution would be proposed later in the meeting.</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – April 30, 2009

(Rescheduled from April 23, 2009)

Approved May 28, 2009

12

***New Business/Discussions***

- a. President Musantry said the Library Board had received 3 resumes and expected another. He said the Board would review the resumes after the May 7, deadline and invite candidates to the May 28, meeting to be interviewed.
- b. President Musantry asked the Library Board to think about changing the amount of Trustees on the Library Board in the Library's Charter from 7 Trustees to 9 Trustees, as there is a great deal of work to do for 7 people. Director Contrata said that was done in 1995. She said the Library Board would have to pass a resolution and send the request (with copy of the resolution) to the NYS Regents along with a \$60 check for consideration at their next meeting.
- c. Discussion on the steps to formulate a 5 year plan was moved to the next meeting in the absence of Trustee Creston.
- d. Meeting Room Policy was discussed during the Policy Committee report.
- e. President Musantry said that the GPL Foundation had informed the Library Board that they would like to hold a fund raising event entitled, *Cooks & Books*, on Monday, September 14, 2009, from 6:00 p.m. to 9:00 p.m. They requested the Library Board close the Library at 3:00 p.m. on that date in order to allow for setup time. Vice President Hayward moved to close the Library at 3:00 p.m. on Monday, September 14, 2009 for the GPL Foundation fundraising event that evening. Secretary/Treasurer Thomas seconded the motion and it was unanimously approved.
- f. President Musantry said he was preparing to put the Library on the Town Board's agenda for 1 meeting in May and that he would give the Town Board a brief update on the Library at that time.
- g. Director Contrata said the Town was considering adopting a policy to have part-time employees who work with children be required to undergo a background check before being hired. Director Contrata said that if the Town adopts this policy the Library would be irresponsible if it did not follow suit. Director Contrata said that the Town cannot contractually require full-time employees to undergo a background check. Currently, the Town requires and pays for background checks of volunteers who work with children.
- h. President Musantry said the known lighting issues at the Library had been presented to the construction management firm.
- i. The Library Board decided to host a Staff/Board breakfast on June 5; from 9:30 a.m. to 11:00 a.m.
- j. Vice President Hayward pointed out several changes he wanted on the website. Changing the tab on the top of the page to Location from Locations, add a "map" of the Library on the website, add the room an event is taking place to all the events, and include a sentence on the About US page stating the Library is an independent corporation with 501 (C) (3) status.

Greenburgh Public Library Board of Trustees  
 Regular Meeting – April 30, 2009  
 (Rescheduled from April 23, 2009)  
 Approved May 28, 2009

<b>Resolutions:</b>		
13	<p><b>Resolution #0409 -1 Description:</b>            Budget Transfer:            Transfer \$115.00 from L7410.499.0, Contingency Fund, to L.7410.220.0, Office Equipment and            Transfer \$516.00 from L7140.499.0, Contingency Fund to L.7410.250.0, Other Equipment</p>	Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
14	<p><b>Resolution #0409 - 2 Description:</b>            Accept donation of furniture items from the Friends of the Greenburgh Library at a cost of \$34,376.48, to be purchased directly from Library Interiors.</p>	Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas <b>In Favor: Unanimous</b>
15	<p><b>Resolution #0409 - 3 Description:</b>            Authorize the Town of Greenburgh to accept \$3,000 donation from Tool of North America for the enhancement of the Library Building or services.</p>	Item moved to May 28, meeting.
16	<p><b>Resolution #0409 – 4 Description:</b>            Approve evaluation and promotion of Librarian Trainee Andrew Farber, Group IX, Step 7, to Librarian I, Group IX, Step 8, effective March 4, 2009.</p>	Motion by: Trustee McCarthy Second by: Vice President Hayward <b>In Favor: Unanimous</b>
17	<p><b>Resolution #0409 – 5 Description:</b>            Approve annual step increase for Part-time Library Clerk Beverly Thompson, from Step 4 to Step 5, effective May 16, 2009.</p>	Motion by: Trustee McCarthy Second by: Vice President Hayward <b>In Favor: Unanimous</b>
<b>Action items:</b>		
18	<p><b>Discuss plans for the upcoming month</b></p> <ul style="list-style-type: none"> <li>a. Meeting Room Policy.</li> <li>b. Resolution to accept \$3,000 from Tool of North America, to be placed in Miscellaneous Income line.</li> </ul>	
18.	<p><b>Additional Public Comments:</b>            Linda Dowdell, from the Project Management Institute inquired about the use of the Training Room by outside groups looking to conduct programs of educational content. President Musantry asked her to follow up with the Board in July after the new meeting room policy is established.</p>	
19	<p><b>List Action Items from this meeting, assign Responsibility and Due Date</b></p>	

Greenburgh Public Library Board of Trustees  
 Regular Meeting – April 30, 2009  
 (Rescheduled from April 23, 2009)  
 Approved May 28, 2009

<b>Closing Proceedings:</b>		
20	<b>Executive Session</b> – No Executive Session occurred.	
21	<b>Public Meeting adjourned</b> at 8:37 PM by President Musantry	Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward <b>In Favor: Unanimous</b>
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		
<b>Minutes transcribed by:</b>		
_____		<b>Date:</b> _____
<b>Cory Deitchman</b> <b>Assistant to the Library Director</b>		
<b>Minutes approved by:</b>		
_____		<b>Date:</b> _____
<b>Calvin Thomas</b> <b>Secretary – Greenburgh Library Board of Trustees</b>		
_____		<b>Date:</b> _____
<b>Frank Musantry</b> <b>President – Greenburgh Library Board of Trustees</b>		