

**MINUTES OF SPECIAL LIBRARY BOARD OF TRUSTEES MEETING**

**August 25, 2008**

**10:00 am**

Approved September 25, 2008

Present: Howard Jacobs, Estelle Palevsky, Calvin Thomas, Susan Wolfert,  
Eugenie Contrata, Library Director; Marilyn Greiner, Assistant Library  
Director

Visitors: Michael Kolesar, Town Comptroller; Marc McCrum, Purchasing Director;  
Stacy Anderson, Journal News; Robert Reninger.

President Jacobs called the meeting to order at 10:06 a.m.

**New Business**

President Jacobs indicated the New Business was the action item of Budget Transfers and asked Director Contrata to brief the Board on these budget transfers.

Director Contrata explained she had prepared a memo to Comptroller Kolesar, listing various budget transfers. Some of the transfers were within functional areas of the Library's operating budget and some were between functional areas of the Library's operating budget. She explained that in the past the Library Director had made budget transfers between functional areas via memo to the Comptroller's Office, which were forwarded for approval to the Town Board. However, Comptroller Kolesar returned the budget transfer memo and explained that his interpretation of the law was that the Library Director does not have the authority to transfer funds between functional areas of the Library's budget. Comptroller Kolesar cited NYS Codes, Rules and Regulations, Title 8 Education Department, section 170.2.

Trustee Palevsky stated that the regulation the comptroller cited is for union free school districts and thus not applicable to the Library.

Vice President Wolfert agreed with Trustee Palevsky and questioned why the resolution the Library Board passed on July 21, 2008 was not sufficient to make the budget transfers without having the special meeting.

Vice President Wolfert asked Comptroller Kolesar to address the board about why he wanted a line-by-line signed authorization of each budget transfer. He said he had never received the resolution from July 21<sup>st</sup> but was only given the line item transfers memo signed by Director Contrata.

A discussion of Library disbursement procedures followed. Comptroller Kolesar inquired about the level of authority the Library Director was granted to disburse funds for the Library.

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Vice-President Wolfert said she would like to revise the resolution to include the following statement:

“Whereas the Comptroller of the Town of Greenburgh has stated by memorandum on August 7, 2008 that he will not process certain budget transfers previously authorized by the Library Board without a line-by-line signed authorization by the Library Board,

Now, therefore be it resolved that the Library Board authorizes the attached budget transfer to pay for various operating expenses.”

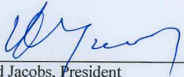
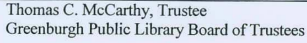
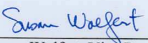
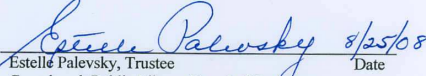
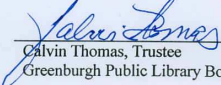
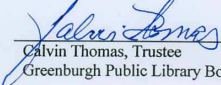
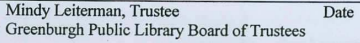
**Board of Trustees** **August 25, 2008**

**6. Old Business – Action Items**

a. Recommend approval of the following budget transfers:

From			To		
Line Number	Description	Amount	Line Number	Description	Amount
L.7410 .425.0	Gas, Grease, & Oil	\$4,300	L.7410 .903.0	Equipment Repair Bureau	\$4,300
L.7410 .403.0	Advertising & Publicity	\$1,200	L.7410 .220.0	Office Equipment	\$1,200
L.7410 .450.3	Software	\$1,500	L.7410 .220.0	Office Equipment	\$1,500
L.7410 .450.8	Professional Fees	\$19,000	L.7410 .220.0	Office Equipment	\$19,000
L.7410 .486.0	Conferences	\$4,000	L.7410 .250.0	Other Equipment	\$4,000
L.7410 .414.1	Books	\$200	L.7410 .250.0	Other Equipment	\$200
L.7410 .190.0	Part-time Clerks	\$65,000	L.7410 .210.0	Furniture & Furnishings	\$65,000
L.7410 .190.3	Part-time Librarians	\$14,600	L.7410 .210.0	Furniture & Furnishings	\$14,600
L.7410 .401.0	Postage	\$4,000	L.7410 .210.0	Furniture & Furnishings	\$4,000
L.7410 .411.1	Library Supplies	\$3,000	L.7410 .210.0	Furniture & Furnishings	\$3,000

 Howard Jacobs, President Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date	 Thomas C. McCarthy, Trustee Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date
 Susan Wolfert, Vice President Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date	 Estelle Palevsky, Trustee Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date
 George Hayward, Secretary/Treasurer Greenburgh Library Board of Trustees	<u>8/25/08</u> Date	 Calvin Thomas, Trustee Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date
 Mindy Leiterman, Trustee Greenburgh Public Library Board of Trustees	<u>8/25/08</u> Date		

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Vice-President Wolfert made a motion to authorize the budget transfers. Trustee Palevsky seconded it and it was unanimously approved.

Calvin Thomas made a motion to adjourn the meeting. Vice-President Wolfert seconded the motion and it was unanimously approved.

The meeting adjourned at 10:35 a.m.

Minutes transcribed by Marilyn Greiner, Library Assistant Director.