



300 Tarrytown Road, Elmsford, NY 10523

Greenburgh Public Library

Putting Service First

Library Board of Trustee Meeting Minutes Approved

Meeting Date	August 27, 2009	Minutes Approval Date	September 24, 2009
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Frank Musantry Thomas McCarthy George Hayward Tomas Saez Calvin Thomas Elizabeth Vickery	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
Not in Attendance:	Diane Creston (present by conference call – ineligible to vote) Diana Juettner	Quorum Present?	Yes
Meeting Guests	Ray Thomas, Xposure Foundation		
Meeting Objective	Regular Monthly Board Meeting		

Meeting Agenda

Opening Proceedings:		Comments
1	Public Meeting called to order at 7:15 PM by President, Frank Musantry	

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

2	<p>Presentation from invited guests: <i>Ray Thomas – Xposure Program</i> <i>Present from the program:</i> <i>Teresa Robinson, Karen Mallory Johnson, Jaequan, Glen, Jessica Lugo, Alana Rodriguez, and Michael Nurse</i></p>	<p>Ray Thomas, Executive Director of Xposure Inc., spoke about the Greenburgh Tropical Fantasy Program, named by the young adults that participated in the program. Mr. Thomas thanked the Library Board and Library staff for a great experience. He said the participants asked to increase the program at the Library from 3 days to 5 days because they were having such a good experience at the Library. Jessica Lugo thanked the Library as well and asked two of the participants, Alana Rodriguez and Michael Nurse to answer a few questions concerning the results of their business experience. Ms. Rodriguez and Mr. Nurse answered these questions demonstrating what they learned from the program and stating what a great experience it was for them. The program made an \$880 profit, revenue minus expenses. Participants opened up bank accounts, and saved at least 1/3 of their earnings. Some opened brokerage accounts to learn about the stock market. Director Contrata said that the program went very well and that only complements were given concerning the manner in which this program ran. Ms. Rodriguez and Mr. Nurse presented the Library with a \$100 check from the profits of the program, to be used to purchase books on entrepreneurship. Mr. Thomas said he would like to partner with the Library with the afterschool program held at TDYCC, and ensure all of the 130 participants in that program receive library cards. Director Contrata said maybe the older children could help younger children in the library with homework help.</p> <p>Secretary/Treasurer Thomas moved to accept the \$100 gift from the Xposure program to purchase books on entrepreneurship. Vice President Hayward seconded the motion and it was unanimously approved.</p>
3	<p>Public Comments</p>	<p>There were no public comments.</p>
4	<p>Vote to adopt previous month's minutes:</p>	<p>Motion by: Trustee Saez Second by: Trustee Vickery In Favor: Unanimous</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

5	Accomplishments since last meeting.	
a	Budget Meetings	President Musantry and Secretary/Treasurer Thomas attended the budget meeting at Town Hall with department heads. President Musantry, Secretary/Treasurer Thomas, Trustee Saez and Director Contrata met to discuss the budget. President Musantry, Secretary/Treasurer Thomas, and Director Contrata met with Comptroller Bart Talamini to discuss the upcoming budget submission. One of the topics discussed was the DPW charge for maintenance. The Library still has questions regarding the DPW interfund transfer.
b	Copier RFP	The RFP for copier/printing service had been sent out. Responses are due by September 21, 2009.
c	Café	There has been no progress regarding the café. Esys Café has expressed interest but there still has not been a meeting scheduled with the interested parties.
d	Xposure program	Previously discussed.
e	WLS Trustee Institute	President Musantry, Trustee Saez, and Trustee Vickery attended the WLS Trustee Institute, which was about evaluating the job performance of library directors.
f	Advocacy plan meeting update and request to meet with County Legislator Abinanti	Advocacy meetings are being planned with a meeting to be scheduled with the Edgemont Civic Associations in September or October. President Musantry said he was trying to schedule a meeting with Legislator Abinanti. President Musantry will speak with WLS President Terry Kirschner concerning common Library advocacy and budget issues.
g	Elmsford Mayor	We are awaiting a scheduled meeting with the Mayor of the Village of Elmsford to begin discussions concerning library use.
h	Strategic Plan	President Musantry stated that research continues and once completed, a plan will be created.
i	Mt. Kisco Library Board President	President Musantry met with the President of the Mt. Kisco Board of Trustees to share information about opening a new building as the newly rebuilt Mt. Kisco Library just opened a few weeks ago.
j	Fundraising Meeting	Supervisor Feiner had asked for a meeting with the Library and the Foundation to discuss fundraising opportunities. It was stated clear to Supervisor Feiner that the Library Board could not directly raise funds, and that funds the Friends and/or Foundation raised would not be used to offset the operating budget but to enhance the Library. Foundation President Judy Chriss shared with Supervisor Feiner a list of items the Foundation was trying to raise money for. Supervisor Feiner said the Credit Union was planning to donate six signs to the Town of Greenburgh. Supervisor Feiner said two of the signs would be designated for the Library. Follow-up will occur during September.

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

k	Greenburgh Nature Center	President Musantry met with the Executive Director of the Greenburgh Nature Center, Kurt Hundgen to discuss possible partnering opportunities. Mr. Hundgen will meet with Director Contrata.
l	Insurance for Volunteers	Director Contrata said that any volunteer using his/her car for library related work is responsible for absorbing any costs incurred in an accident. We are researching insurance to cover volunteers.
6	<p>Accounts Payable Report: Presented by Secretary/Treasurer: Calvin Thomas</p> <p>Review bills and authorize payment of this month's bills.</p> <p>July 16, 2009–August 13, 2009, in the amount of \$26,911.09 from the operating account.</p> <p>Treasurer's Report</p>	<p>Operating Account</p> <p>Motion by: Secretary/Treasurer Thomas</p> <p>Second by: Trustee Saez</p> <p>In Favor: Unanimous</p> <p>Secretary/Treasurer Thomas said there were ongoing meetings about the upcoming 2010 budget submission. He said Supervisor Feiner had asked for submissions demonstrating a 2% and 5% decrease from the 2009 budget. The Library's first working copy of the 2010 budget is for a \$3,369,979.00 request. The 2010 budget for building maintenance has not been received from DPW at this time. This will be discussed at an upcoming meeting with DPW.</p> <p>There was discussion about utilizing some of the appropriated fund balance for capital items and to increase the materials budget, which was severely cut in 2009.</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

Reviews by Committee:	
7	<p><i>Administrative Report</i> Presented by Library Director: Eugenie Contrata</p> <p>Young Adult Librarian Kate Colquitt's report on the Guys Read program was discussed. Ms. Colquitt worked with the young adults from the TDYCC Rites to Passage group to demonstrate the amount of work that goes into preparing for a book discussion of this nature. Ms. Colquitt also mentored Librarian Andrew Farber and Part-time Library Clerk Gene Smith, who are both interested in conducting this type of program themselves. The book discussion was very well received with the TDYCC participants enthusiastically participating in the discussion.</p> <p>Children's Librarian Mary Slamin's report demonstrates the remarkable work the children's librarians are doing. They conducted 40 programs in the month of July which also involves a lot of preparation time and hard work. President Musantry said he spoke to George Malone from the Town's Cable Access Department about filming programs at the Library. Director Contrata said you could film the backs of children but couldn't show any children from the front without permission from the parents.</p> <p>Director Contrata search and interview process to fill the part-time Program Coordinator position. In response to our job advertisement, and web page announcement, the Library received approximately 50 resumes, a panel of three interviewed six candidates, and selected three applicants for second interviews. The second interviews included producing a program flyer and press release in the Library. From this process a highly qualified individual emerged, Geoff Colquitt.</p> <p>Vice President Hayward commended Senior Library Clerk Ken Monahan for his initiative in researching the purchase of a desensitizer for the Library on e-bay. He purchased a desensitizer from e-bay for \$9.99 plus \$10.00 shipping. This item typically costs about \$250.</p>
8	<p><i>Finance Committee Report</i> Presented by Chair: Calvin Thomas</p> <p>Secretary/Treasurer Thomas said there will be a meeting scheduled with DPW Commissioner Victor Carosi to discuss the details behind the "I" Fund Transfer (Line Item #902).</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

9	<p><i>Building Committee Report</i> Presented by President Musantry</p> <p>Committee Chair Saez said the Library needed a security system (alarm connected to the police station and security cameras). There had also been no follow up from DPW regarding the list of outstanding items the Library Board had submitted via the Building Issue List.</p> <p>It was reported that there was a leak in the lobby on Friday, August 21, from the skylight, causing water to collect the main lobby by the 3M detection gate. The leak was very large. The leak in the vestibule has not appeared since July. DPW Commissioner Carosi sent an e-mail to Triton Construction and E.H. Howell asking what has been and will be done to address these leaks. To Trustee Creston's question, Director Contrata said there was a one year warrantee on the building but she was not sure if the warranty for the areas that are leaking has yet begun.</p> <p>It was reported that there was a leak alarm in the HVAC unit for the lobby area. Bob Dyckman of Mengler Contracting was informed of the alarm and said that insulation had been removed on some of the pipes for a valve that needs replacing. He explained that with the insulation removed the pipes sweat and the HVAC system <i>thinks</i> there's a leak. The insulation will not be re-installed until the valve is replaced. This problem occurred on a particularly humid day, August 21, 2009.</p> <p>Trustee Saez questioned if the HVAC system can control the humidity in the building, because as the humidity rises the efficiency of the system decreases. He said the Library might think about installing a central system in the lobby to address this issue if the current system cannot control the humidity. This would save significant money over the long-term. He said it's clear that when the current system is stressed it does not react well. This will be evaluated.</p> <p>It was reported that defective ballasts are causing some of the lights to be out. New ballasts are being ordered. The electrical contractor said when the new ballasts are installed other items will be fixed, such as the daylight sensor, the canopy being on 24 hours per day, and the hallway lights being connected to the lobby lights. Trustee Creston asked if the roof had more than a one year warranty. DPW Commissioner Carosi will be asked this question.</p>
10	<p><i>Policy & ByLaw Committee Report</i> Presented by Vice President Hayward</p> <p>Vice President Hayward said there was nothing to report. Director Contrata said she will send the Library Code of Conduct to Vice President Hayward, as she had not done that last month.</p>
11	<p><i>Personnel Committee Report</i> Presented by Trustee McCarthy</p> <p>Trustee McCarthy said the committee was late in beginning Director Contrata's evaluation. He will schedule a meeting of the committee scheduled to begin the process in September.</p>
12	<p><i>Advocacy Committee Report</i> Presented by Trustee Vickery</p> <p>Trustee Vickery said the committee would begin activity in September and was trying to schedule a meeting with the Michelle McNally of the Edgemont Civic Associations.</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

12

New Business/Discussions

- a. Assistant Director Greiner said she and Librarian Carol Angert had been making phone calls to patrons with missing items. There were 61 accounts with lost items, 36 of them with GPL items. The Library was able to contact 16 patrons. The contact information for the other patrons was invalid indicating patrons have moved, changed their telephone number, or email address. One patron quickly returned lost items. Assistant Director Greiner gave an August 22, deadline for returning items. When last checked 5 more patrons had returned their items and paid their fines, some of them over \$100. Director Contrata said while this is a successful outcome a lot of time and effort was invested into the process.
- b. President Musantry said he had spoken to the New Rochelle Board President about the top 5 lending libraries getting together to try to influence PLDA to improve the WLS system. President Musantry will present GPL's research to the New Rochelle Board. Talk has begun on the advantages of RFID and county-wide reserve fees. It was reported the Scarsdale Library will be installing a Bookamoton (or Go Library) vending type machine in the Scarsdale Train Station.
- c. Director Contrata reported that Primary Day was September 15, and voting will take place in the Library's multipurpose room.
- d. Director Contrata reported that the NYS grant for the Local History Room has been approved by DASNY. Signed copies will be sent to DASNY to sign the agreement. The Library can then begin the process of outfitting the Local History Room.
- e. Director Contrata said the petition to amend the Library's charter had been sent and received by NYS. This will go before the Regents, hopefully at the September meeting.
- f. The gift acceptance policy was sent to the Ethics Board. They concluded that the Library Board has the authorization to accept gifts as long the Board accepts the gifts at a public meeting, with the public having a chance to comment.
- g. There was discussion about adding a spot to the Library's website for an e-newsletter, podcasts, general info and a place to sign up for e-lists. Director Contrata will ask Andrew Farber about these possibilities and to estimate any costs.
- h. President Musantry said he gave a tour to the public relations person of OSI Pharmaceuticals, a company moving into Greenburgh. They are interested in working on programs concerning diabetes and perhaps cancer research.
- i. Director Contrata said she assigned Librarian's Karen Herouart and Andrew Farber to handle the statistics for the Library. President Musantry met with them and said compiling the statistics for performance measures is going in the right direction. They are creating a database, which will breakdown the circulation by various categories to allow ease of reporting to the Library Board, the staff, NYS and our patrons.
- j. Director Contrata said that the CSEA contract had been approved by the Town Board dictating a 3% increase for union employees retroactive to January 1, 2008, with no increase in 2009. Negotiation has not yet begun for the contract beginning in 2010.
- k. The Library is looking into having volunteers deliver items to homebound patrons. President Musantry is waiting for information for the Denver and California library systems to gather information on their delivery service processes.
- l. The Library received a donation for the Book Exchange program with Spain. Library Assistant Diana Lennon will begin that process of collecting items and mailing them to Spain.

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

Resolutions:		
14a	Resolution #0809 - 1 Description: Resolve that the Library open on Lincoln's Birthday, starting with February 12, 2010.	Motion by: Vice President Hayward Second by: Trustee McCarthy In Favor: Unanimous
14b	Resolution #0809 - 2 Description: Resolve that the Library close on Monday, April 12, 2010, at 3:00 p.m. to accommodate preparation for the Library Foundation's Books and Cooks gala.	Motion by: Trustee McCarthy Second by: Trustee Saez In Favor: Unanimous
14c	Resolution #0809 - 3 Description: Resolve to discard 28 boxes of owned audio cassettes with no present market value.	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous
14d	Resolution #0809 - 4 Description: Recommend accepting the donation of a Baldwin baby grand piano from the Usadi family, contingent on the Friends of the Library funding the cost to evaluate, move, repair and tune the instrument.	Motion by: Secretary/Treasurer Thomas Second by: Trustee McCarthy In Favor: Unanimous
14e	Resolution #0809 - 5 Description: Resolve to approve the annual salary increase for Library Assistant – Spanish Speaking, Diana Lennon, to Group IV, step 7, effective October 5, 2009.	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous
14f	Resolution #0809 - 6 Description: Resolve to increase the Library's salary schedule for part-time employees by 3%, effective October 1, 2009.	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous
14g	Resolution #0809 - 7 Description: Resolve to approve the following budget transfers: See below.	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous

Account	Description	Amount	Account	Description	Amount
From			To		
100.4	Librarian I	\$ (575.00)	100.9	Library Assistant	\$ 575.00
Deficit created by CSEA contract.					
100.4	Librarian I	\$ (7,000.00)	190.5	Pages	\$ 7,000.00
Funds were moved from Library Clerk in anticipation of hiring a Librarian I. Since that time a high desirable Library Clerk candidate has emerged, therefore Librarian I line will be over budget.					
100.4	Librarian I	\$ (173.00)	250.0	Other Equipment	\$ 173.00
190.0	PT Library Clerks	\$ (18,000.00)	420.0	Telephone Expenses	\$ 18,000.00

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

	At the rate we are spending the balance in the part-time budget line could be \$44,000. The telephone expenses for 2009 were severely under estimated. However the recent switch from a 10 MG Metro Ethernet line to a T1.5 will save the library \$875 per month from July to Dec 2009 and in 2010.				
421.0	Water Expenses	\$ (143.00)	425.0	Gas, Grease, Oil	\$ 143.00
	The gas, grease and oil bill is to fill up the bookmobile with gas when they drove it over from Town Hall to the Library. If we are not going to use in 2009 there should not be any additional expenses for this line.				
421.0	Water Expenses	\$ (240.00)	474.1	Library Equipment Repair	\$ 240.00
	DPW removed the defibrillator from the library to inspect the batteries and shock pads. The battery is low and must be replaced and we need pediatric shock pads. The cost is \$240 from a NYS contract vendor.				
These contingency fund transfers executed by the Comptroller's Office to cover CSEA negotiated salary increases.					
499.0	Contingency Fund	\$ (11,899.00)	10 0.3	Librarian II	\$ 11,899.00
499.0	Contingency Fund	\$ (5,199.00)	10 0.4	Librarian I	\$ 5,199.00
499.0	Contingency Fund	\$ (5,222.00)	10 0.5	Principal Library Clerk	\$ 5,222.00
499.0	Contingency Fund	\$ (4,630.00)	10 0.8	Senior Library Clerk	\$ 4,630.00
499.0	Contingency Fund	\$ (4,176.00)	10 0.7	Library Clerk	\$ 4,176.00
499.0	Contingency Fund	\$ (2,937.00)	10 0.9	Library Assistant	\$ 2,937.00
499.0	Contingency Fund	\$ (2,112.00)	80 3	Social Security	\$ 2,112.00
499.0	Contingency Fund	\$ (494.00)	80 3.5	Medicare Match	\$ 494.00
	The Equipment Repair Budget relates to expenses to repair the Cybermobile, with the bus not in service there will be surplus funds in the budget line.				
903.0	Equipment Repair Bureau	\$ (7,200.00)	406.2	Audio & Visual Aids	\$ 7,200.00
903.0	Equipment Repair Bureau	\$ (200.00)	450.3	Software	\$ 200.00
This transfer was already executed by the Comptroller's Office.					
AFB	Appropriated Fund Balance	\$ (4,300.00)	494	MTA Tax	\$ 4,300.00
To cover CSEA negotiated increases.					
AFB	Appropriated Fund Balance	\$ (30,000.00)	499	Contingency Fund	\$ 30,000.00
Total		\$ (104,500.00)			\$ 104,500.00

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

14h	<p>Resolution #0809 - 8 Description: Resolve to hire Geoff Colquitt as the Part-time Program Coordinator, effective September 8, 2009.</p>	<p>Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous</p>												
14i	<p>Resolution #0809 - 9 Description: Resolve to purchase the following items from capital account H.0108.030.1 in the amount of \$5,858.22:</p> <table border="1" data-bbox="277 611 1003 961"> <thead> <tr> <th data-bbox="277 611 800 653">Item</th> <th data-bbox="800 611 873 653">Qty</th> <th data-bbox="873 611 1003 653">Price</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 653 800 806">Kingsley DuraLight Aluminum Transport Carts @ \$1,195.17 per unit. Holds approximately 265 items 30" H x 26" W x 26" L</td> <td data-bbox="800 653 873 806">4</td> <td data-bbox="873 653 1003 806">\$4,780.68 (includes shipping)</td> </tr> <tr> <td data-bbox="277 806 800 890">Computer for the Program Coordinator Dell Optiplex 360</td> <td data-bbox="800 806 873 890">1</td> <td data-bbox="873 806 1003 890">\$ 744.00</td> </tr> <tr> <td data-bbox="277 890 800 961">Dreamweaver – software license and media</td> <td data-bbox="800 890 873 961">1</td> <td data-bbox="873 890 1003 961">\$ 333.54</td> </tr> </tbody> </table>	Item	Qty	Price	Kingsley DuraLight Aluminum Transport Carts @ \$1,195.17 per unit. Holds approximately 265 items 30" H x 26" W x 26" L	4	\$4,780.68 (includes shipping)	Computer for the Program Coordinator Dell Optiplex 360	1	\$ 744.00	Dreamweaver – software license and media	1	\$ 333.54	<p>Motion by: Trustee McCarthy Second by: Vice President Hayward In Favor: Unanimous</p>
Item	Qty	Price												
Kingsley DuraLight Aluminum Transport Carts @ \$1,195.17 per unit. Holds approximately 265 items 30" H x 26" W x 26" L	4	\$4,780.68 (includes shipping)												
Computer for the Program Coordinator Dell Optiplex 360	1	\$ 744.00												
Dreamweaver – software license and media	1	\$ 333.54												
14j	<p>Resolution #0809 - 10 Description: Resolve to approve the trip to Liber's 27th annual conference, which will be held in Madrid, Spain, October 7 – 9, 2009, for Diana Lennon, Library Assistant – Spanish Speaking.</p>	<p>Motion by: Trustee Vickery Second by: Vice President Hayward In Favor: Unanimous</p>												
14k	<p>Resolution #0809 - 11 Description: Resolve to appoint Frank DeLigio, as Part-time Library Page, replacing Kaisha Roland, effective August 20, 2009.</p>	<p>Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous</p>												
14l	<p>Resolution #0809 - 12 Description: Resolve to transfer \$58,000 from the appropriated fund balance, account L.59.5999.00, to the capital account, H.0108.030.1, to be allocated for a security system for the Library (alarm & cameras), signs and exterior enhancements.</p>	<p>Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous</p>												
14m	<p>Resolution #0809 - 13 Description: Resolve to authorize the Town Board to transfer \$25,000 from the appropriated fund balance, account L.59.5999.00, to be allocated as follows: \$15,000 to account L.7410.406.2 (Materials - Audio visuals) and \$10,000 to account L.7410.414.1 (Materials - Books).</p>	<p>Motion by: Vice President Hayward Second by: Trustee Saez In Favor: Unanimous</p>												
23	<p>a. List Action Items from this meeting, assign Responsibility and Due Date</p>													
<p>Closing Proceedings:</p>														

Greenburgh Public Library Board of Trustees

Regular Meeting – August 27, 2009

Approved September 24, 2009

24	Executive Session – There was no Executive Session.	Motion by: Second by: In Favor:
25	Public Meeting adjourned at 9:46PM by President Musantry	Motion by: Secretary/Treasurer Thomas Second by: Vice President Hayward In Favor: Unanimous
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		