



300 Tarrytown Road, Elmsford, NY 10523

Greenburgh Public Library

Putting Service First

Library Board of Trustee Meeting Minutes Approved

Meeting Date	December 17, 2009		
	Minutes Approval Date	January 20, 2010	
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Frank Musantry Tomas Saez George Hayward Calvin Thomas Thomas McCarthy Elizabeth Vickery	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
Not in Attendance:	Diana Juettner	Quorum Present?	Yes
Meeting Guests	Howard Jacobs, Diana Lennon		
Meeting Objective	Regular Monthly Board Meeting (Rescheduled)		

Meeting Agenda

Opening Proceedings:		Comments
1	Public Meeting called to order at 7:15 PM by President, Frank Musantry	
2	Presentation from invited guests: There were no invited guests. Diana Lennon gave a presentation about her trip to Spain for the Liber conference she was invited to. Ms. Lennon thanked the Board for approving the trip and said it was a wonderful experience where she met library personnel from all over the US and the world. She narrated a slide show with pictures from the conference and Madrid. President Musantry thanked Howard Jacobs, former Library Board President, for his past service to the Board and all the work he did in helping to run the Library and to bring the new library building to Greenburgh. President Musantry presented him with a plaque and letter thanking him for his service. Mr. Jacobs thanked President Musantry and the Board. He said it was a pleasure to spend all the time he did on the Library Board and it was great to come to the new Library and enjoy the new building.	
3	Public Comments Speaker # 1 – Mr. Robert Kiss	
4	Vote to adopt previous month's minutes:	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous
5	Accomplishments since last meeting.	
a	<i>Communication of 2010 library hours to staff and public</i>	
	<ul style="list-style-type: none"> • New hours posted on website including pop-up box with new hours • Scarsdale Inquirer article due out 12/18/09 • Town budget due 12/18/09 	
b	<i>Velma K. Moore Award for Howard Jacobs</i>	
	Discussed later in the meeting.	
c	<i>Art Agreement Form</i>	
	Town Attorney Timothy Lewis approved the current art agreement form.	

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d	<i>Publicity Efforts</i>
	Efforts during the past month were mostly focused on addressing the current budget crisis.
e	<i>Meeting with Elmsford Mayor</i>
	No meeting has been set up yet. Strategy to be discussed later in the meeting.
f	<i>Status of gaining "Official Library" status to Rangers, Knicks and Liberty</i>
	<ul style="list-style-type: none"> • Meeting has been set up with the New York Liberty at the end of the month • President Musantrny is waiting to hear back from the Knicks and Rangers
b	<i>Velma K. Moore Award</i>
	The Velma K. Moore Award is given to individuals who have proven to be long time advocates for libraries. The Library Board is nominating Howard Jacobs for this award.
6	<i>Accounts Payable Report:</i> Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. November 12 – December 9, 2009, in the amount of \$25,733.37 from the operating account.
	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous
Reviews by Committee:	
7	<i>Administrative Report</i> Presented by Library Director: Eugenie Contrata <ul style="list-style-type: none"> • The Administrative Report was postponed to next month when a yearly summation will be given.
8	<i>Finance Committee Report</i> Presented by Chair: Calvin Thomas Secretary/Treasurer Thomas said there was nothing new to report on the budget. There was a Town Board work session earlier in the week but nothing was changed from pervious meetings.
9	<i>Building Committee Report</i> Presented by Chair: Tomas Saez <ul style="list-style-type: none"> • President Musantrny said that he had spoken with DPW Commissioner Victor Carosi about changing the schedules of the DPW maintenance workers assigned to the Library to coincide with the Library's operating hours. • Commissioner Carosi said there would have to be a 30 day notice given to the staff members involved. • DPW will handle the supervision of the cleaning staff, a cleaning schedule created by the Library. • The Library Board will ask the HVAC monitors to change the timing of the heating cycle, lowering the night temperature at 8:30 or 9:00 p.m. and starting the cycle earlier in the morning. The Library Board will continue to examine the system, making changes where necessity and common sense dictate. This will save money while maintaining the buildings temperature. • The HVAC monitoring company will be asked if the system can run at maximum for 12 hours at a time without burning out the coils. • President Musantrny is working with NYPA to understand the electric meter to see if adjustments can be made which will save money.
10	<i>Policy & Bylaws Committee Report</i> Presented by Chair: Vice President George Hayward <ul style="list-style-type: none"> • The Patron Behavior policy will be sent to the Trustees for review, with an expectation to vote on a new policy at the January 2010 Board meeting. • For the January meeting the policy committee's goal is to have the Patron Behavior policy ready for vote in January 2010, a draft of revised Bylaws, and a draft of a new Meeting Room Policy

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11	Personnel Committee Report Presented by Chair: Thomas McCarthy Trustee McCarthy will give Director Contrata her evaluation.
12	Advocacy Committee Report Presented by Chair: Elizabeth Vickery Trustee Vickery said a meeting with the Highview PTA was being planned. She will call Gary Mastrangelo, the principal of Highview School to set up a meeting.
13	New Business Discussions
a	<i>Contracts for Library Service</i> <ul style="list-style-type: none"> • There was discussion regarding the approach to contract for library service with the Village of Elmsford. • The Library Board will invite Lisa Areford , NYS Library Development Specialist to meet with a Board committee. • A Contracts for Library Service committee was established. President Musantry and Trustee Saez are the members of the committee.
b	<i>Environmental Plan for 2010</i> <ul style="list-style-type: none"> • Plan to phase out printed monthly calendar • Plan to institute a Google calendar for the Library's events (the Library will offer classes on how to use the Google calendar) • Investigate possibility of developing an e-list for the Library
c	<i>Change of Library Slogan</i> Proposed slogan – <i>Tomorrow's Library, Today, approved by the Library Board</i>
d	<i>Trustee Position Replacement</i> Trustee Vickery moved to appoint David Griff as Trustee to replace Diane Creston. Trustee Saez seconded the motion and it was unanimously approved.
e	<i>Trustee Recommendation to Town Board</i> Trustee Saez moved to recommend appointment by the Town Board of two new Trustees, Daryl Williams and Elaine Braswell. Trustee McCarthy seconded the recommendations and the motion was unanimously approved.
f	<i>The Security System update was tabled until the January 2010 meeting.</i>
g	<i>Policy on Patron Behavior</i> The Patron Behavior policy was tabled until next month.
Resolutions:	
14a	Resolution #1209 -1 Description: Adopt 2010 Library Board Meeting Dates – Fourth Wednesday of every month
	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous
14b	Resolution #1209 -2 Description: Library Closing Policy The Library's upper level will close to the public 10 minutes before the scheduled closing time for the building, (i.e. at 5:20 pm or 8:50 pm). The lights will be turned off and the restroom doors on the second floor will be locked at this time. This will enable the library staff to ensure that the second floor is secured. Patron's desiring to borrow items must be on line at the circulation desk 10 minutes before the scheduled closing time for the building (i.e. 5:20 pm or 8:50 pm). This will give staff members time to help all patrons effectively. The lights on the first floor will be turned off and the restroom doors locked at this time. Entry into the building is prohibited 15 minutes before the scheduled closing time (i.e. 5:15 pm or 8:45 pm).
	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous

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15	Discuss plans for the upcoming months	
a	Final Budget 2010	
	<ul style="list-style-type: none"> • The final budget for the Town is due out on December 18, 2010 • Meeting scheduled for December 21, if additional changes are made to the Library budget in the Town's adopted budget. 	
Closing Proceedings:		
16	<i>Executive Session –</i> Motion to open Executive Session to discuss a personnel matter.	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous
17	Motion to close Executive Session	Motion by: Trustee Saez Second by: Vice President Hayward In Favor: Unanimous
18	<i>Public Meeting adjourned at 9:25PM by</i> President Musantry	Motion by: Trustee Saez Second by: Secretary/Treasurer Thomas In Favor: Unanimous
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		