



300 Tarrytown Road, Elmsford, NY 10523

Greenburgh Public Library

Putting Service First

Library Board of Trustee Meeting Minutes Approved

Meeting Date	February 17, 2009		
	Minutes Approval Date	March 17, 2010	
Meeting Time	7:15 PM – 10:10 PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Lisa Dinon, David Griff, George Hayward, Frank Musantry. Tomas Saez, Calvin Thomas, 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			
Meeting Objective	Regular Monthly Board Meeting		

Meeting Agenda

	Opening Proceedings:	Comments
1	<i>Public Meeting called to order</i> at 7:15 PM by President, Frank Musantry	
2	<i>Presentation from invited guests:</i> There were no invited guests.	
3	<i>Public Comments:</i> There were no public comments.	
	Mr. Calvin Thomas accepted the nomination of Vice President of the Board of Trustees made at the January 17, 2010 Board meeting.	
4	<i>Vote to adopt previous month's minutes with changes indicating Frank Musantry and Lisa Dinon accepted the nominations of President and Secretary/Treasurer respectively:</i>	Motion by: Trustee Saez Second by: Trustee Dinon In Favor: Unanimous
5	Treasurer's Report Vote to adopt Treasurer's Report President Musantry said that the Xerox commission in line 24.2450.00 of \$2,500 would be changed to reflect the contracted copier service model that will not include revenue for the Library. Director Contrata said that the Town had charged the last 2009 payroll to 2010 and an adjustment would be made.	Motion by: Secretary/Treasurer Dinon Second by: Trustee Saez In Favor: Unanimous

6	<p>Accounts Payable Report: Presented by Secretary/Treasurer Dinon Review bills and authorize payment of bills for January 1 – 31, 2010, in the amount of \$20,196.84 from the operating account. Motion by: Secretary/Treasurer Dinon Second by: Trustee Saez In Favor: Unanimous</p> <p>Review bills and authorize payment of bills for December 31, 2009, in the amount of \$10,106.59 from the operating account. Motion by: Secretary/Treasurer Dinon Second by: Trustee Saez In Favor: Unanimous</p>
Resolutions:	
7	<p>Resolution #0210-1 Description: Vote to approve part-time employee salary increments. Motion by: Trustee Saez Second by: Vice President Thomas In Favor: Unanimous</p>
	<p>Resolution #0120-2 Description: Vote to approve the Indoor Air Temperature Policy (policy attached). Motion by: Trustee Saez Second by: Secretary/Treasurer Dinon In Favor: Unanimous</p>
Reviews by Committee:	
8a	<p>Administrative Report Presented by Library Director: Eugenie Contrata</p> <ul style="list-style-type: none"> • Utilizing a Google calendar as the Library's online calendar is in the testing mode with Geoff Colquitt inputting test data. We are currently waiting for staff feedback. • Director Contrata will investigate whether a program policy is needed and whether the Library should aim to offer popular programs or more broad based programming regardless of popularity. • To Vice President Thomas's question, Director Contrata said it was evident that the Library is saving money by reducing the part-time staff though the staff is having a hard time keeping up with the workload and Director Contrata is worried about staff burnout. It's too early to tell if the savings could result in increasing the part-time hours. • The Board requested that in the future the monthly publicity activity be summarized instead of detailed. • Library Administration will create or better summarize the reports from Unique Management Services.
8b	<p>Personnel Committee Report Presented by Chair: Elizabeth Vickery Trustee Vickery was given a new director evaluation form and the steps involved in evaluating a Library Director from the Harrison Library by President Musantry.</p>

8c	<p>Building Committee Report Presented by Chair: Trustee Saez</p> <ul style="list-style-type: none"> • Trustee Saez said that there had been a meeting with the Town, Mengler Contracting, Automated Control Logic, AKF Engineering and Beatty, Harvey, Coco to determine heating issues. It was determined there is a broken compressor which Mengler will install. • President Musantry said a follow up meeting occurred with the Town, Mengler Contracting, AKF Engineering and Automated Control Logic. During this meeting, it was collectively decided that the HVAC system for Ac-3 (Upper Level Swoop & Adult Stacks) and AC-4 (Children’s Library & Teenburgh) would no longer set the temperature by reading return air temperature, but by averaging the 3 lowest space temperatures in each given zone and using that average as the set point. Monitoring the results found the upper level too hot so, both set points were lowered from 74 to 73 degrees. President Musantry explained that the system has 4 zones to heat and cool all areas of the library. • Once the broken compressor for AC-2 is replaced further evaluation of the entire HVAC system will continue. Set points will then be reviewed which are controlled by AC-2. It was mentioned that if the system fails there is currently no back-up system.
8d	<p>Policy & Bylaws Committee Report Presented by Chair: Trustee Hayward</p> <ul style="list-style-type: none"> • Trustee Hayward reported that the draft bylaws had been changed after discussions of the policy committee. • It was decided that the office of Secretary/Treasurer would be split into 2 offices, Secretary and Treasurer. • The bylaws will be voted on at the March 17, Board meeting. • There was discussion regarding the ALA Freedom to View statement and whether the Library should apply filters to the Internet connections. Director Contrata reported that there were two filtered computers in the old Library, one in Teenburgh that was close to the entrance to the Children’s Library, and one in the Children’s Library. Currently Teenburgh is well supervised during the after school hours and the computers are not easily viewed from the Children’s Library. Director Contrata will check with WLS on whether or not filtering can be segregated to specific computers or areas. • It was said that censorship is static while what might be censored is always changing. • There was discussion about having patrons accept a statement to sign on to the Internet stating that the computer may be seized for a legal investigation. • The ALA Freedom to View statement and the Access to Digital Information Services statement will be on the March 17, agenda for vote.
8e	<p>Advocacy Committee Report Presented by Chair: Elizabeth Vickery</p> <ul style="list-style-type: none"> • Trustees Vickery and Griff met with young adult librarians Kate Colquitt and Andrew Farber to discuss advocacy possibilities. The Trustees will initially focus on the Teen job listings on the GPL website. The site focuses on job readiness and provides a list of prospective employers who they might talk to in order to understand the job market and what might be available to them in the job market. The employers would not necessarily have jobs available. Trustees could utilize their contacts to add employers to the list. A Prospective Employer Fact Sheet was handed out to the Trustees. • Trustee Vickery and President Musantry will attend the March 10, Highview PTA meeting as guests. • It was pointed out that Tutor.com is an excellent resource, available only to GPL cardholders.

8f	<p>Library Foundation Report Presented by President Musantry</p> <ul style="list-style-type: none"> • The February Foundation meeting was focused on the upcoming Books & Cooks event. • There are 10 – 12 restaurants committed to the event including, 42, Milonga, Gervasi's, Caravella, JP Doyles, and Morton's Steakhouse. • There are four to six authors who will be attending the event though no names were provided. • The Foundation plans on sending out invitations at the end of February. Tickets and Journal ads need to be sold. • The Library Board provided a check for \$550 for a half page journal ad. • The Foundation is looking for support from Library staff for the event. It is hoped there will be some librarians on hand to chaperone the authors, be at the door to direct patrons to open libraries etc. Trustees will be expected to circulate among the guests and will be available to help when needed.
8g	<p>Friends Liaison Update Presented by President Musantry</p> <ul style="list-style-type: none"> • The Friends meeting was postponed to February 24, at 7:30 p.m. Secretary/Treasurer Dinon will attend the meeting.
9	<p>Accomplishments since last meeting.</p>
a	<p><i>Library Heating Issues – Previously discussed.</i></p>
b	<p>Management of Electrical Usage President Musantry has questions as to how NYPA was calculating the Library's electrical costs (specifically the Delivery Charge) and when using their formula it seems the Library has been overcharged. He will contact NYPA to discuss this.</p>
c	<p>Strategic Plan – Trustee Saez moved to establish a Strategic Planning Advisory Committee. Vice President Thomas seconded the motion and it was unanimously approved.</p>
d	<p><i>Status of New Trustee Appointments</i> The Town Board has interviewed Elaine Braswell and is scheduled to interview Darryl Williams on Wednesday, February 24.</p>
e	<p><i>Security System – Tabled for next month</i></p>
f	<p><i>Library Services Contract Discussion</i> Meeting to be scheduled with Lisa Areford of NYS Library Development.</p>
g	<p><i>Official Library Status for NY Rangers, Knicks, & Liberty</i> A follow up to President Musantry and Director Contrata's meeting with the Liberty will be scheduled. Possible program offerings from the Liberty will be identified. Funding sources will be investigated.</p>
h	<p><i>Books and Cooks – previously discussed</i></p>
i	<p><i>Westchester Library Board President's meeting update</i></p> <ul style="list-style-type: none"> • This was the first meeting of the group which is viewed as another avenue to discuss and/or resolve issues. Over 20 libraries were represented at the meeting which went very well. • There were issues specific to certain libraries discussed. • There were 4 sub-committees created. President Musantry is on a committee that will discuss shared services among libraries. • The next meeting will be held on April 17, 2010 at Greenburgh from 10 am to 12 noon.
10	<p>New Business Discussions</p>
a	<p><i>Building Advisory Committee</i> The Board decided to disband the Building Advisory Committee. Letters of appreciation will be sent to the members of the committee.</p>
b	<p><i>Establish Capital Projects Priorities – Tabled for next month</i></p>
c	<p><i>Committee Assignments for new Trustees</i> The Town Board has not yet appointed new trustees.</p>
d	<p><i>Support WLS Advocacy for NYS library funding</i> Library Lobby Day in Albany is Tuesday, March 2, 2010. Library Administration will register any Trustee who wants to attend Library Lobby Day.</p>

e	Staff/Patron Interaction There was discussion regarding staff/patron interaction and how staff interacts with difficult patrons. This in light of a recent incident. Consistent review of security with staff will occur. When incidents do occur Library Administration reviews incidents with the staff for training purposes.	
11	Announcements and Reminders	
a	<i>Library Lobby Day – previously discussed</i>	
b	<i>Library Board/Staff Breakfast – Scheduled for Monday, March 15, 2010, at 9:30 a.m.</i>	
c	<i>Friends social event – scheduled for Friday, March 19, 2010, from 6:00 – 8:00 p.m.</i>	
d	<i>WLS Annual Book & Author Luncheon – Thursday, April 15, 2010, at Abigail Kirsch’s Tappan Hill</i>	
Closing Proceedings:		
12	Executive Session – 10:03 p.m. Motion to open Executive Session to discuss personnel issue.	Motion by: Vice President Thomas Second by: Trustee Hayward In Favor: Unanimous There was discussion regarding the personnel issue.
13	<i>Motion to close Executive Session</i>	Motion by: Trustee Saez Second by: Vice President Thomas In Favor: Unanimous
14	Public Meeting adjourned at 10:17 p.m. by President Musantray	Motion by: Trustee Saez Second by: Vice President Thomas In Favor: Unanimous
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		