



Library Board of Trustee Meeting Minutes

Meeting Date	February 26, 2009	Minutes Approval Date	March 26, 2009
Meeting Time	7:15 PM – 10:10PM EST		
Meeting Location	Greenburgh Library – Multipurpose Room		
Participants	<u>Library Board of Trustees</u> Frank Musantry Calvin Thomas Thomas McCarthy Diane Creston	<u>Library</u> George Hayward Mindy Leiterman Tomas Saez	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman
		<u>Town Liaison</u> Diana Juettner	
Not in Attendance:	N/A	Quorum Present?	Yes
Meeting Guests			
Meeting Objective	Regular Monthly Board Meeting		

Meeting Agenda

Opening Proceedings:		Comments
1	Public Meeting called to order at 7:18 PM by President – Frank Musantry	
2	Presentation from Invited Guest(s): Library Foundation	a No presentation. Guest will appear at the next Board meeting.
	Public Comment: a. Public Speaker #1 Bob Reninger b. Public Speaker #2 Hal Samis	<p>a. #1 Comments – Mr. Reninger said that he knew of two periodicals the Library was paying for but were not available to the public and that the Library had approximately 200 periodicals in the old building but was now carrying only 20. The two periodicals specifically mentioned were the <i>Searcher Magazine for Database Professionals</i> and <i>Computers in Libraries</i>, at a cost of \$99.95 each. President Musantry stated he will look into it.</p> <p>b. #2 Comments – Mr. Samis spoke about the status of the construction budget, saying he had previously offered ways to redeem some of the funds expended toward the project. He said he had put in a FOIL for the project’s punch list which DPW had supplied but which listed only those items pertaining to the five contracting companies, which didn’t include items such as furniture. Mr. Samis inquired as to why the monthly Board packet could not be made available to the public.</p>

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4	Vote to adopt previous month's minutes:	Motion by: Secretary/Treasurer Thomas Second by: Trustee Creston In Favor: # Unanimous
5	Treasure's Report: Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. December 31, 2008, \$10,516.41 January 1, 2009–February 18, 2009, \$55,790.11 Capital Account January 1, 2009-February 18, 2009, \$15,631.83	Motion by: Secretary/Treasurer Thomas Second by: Trustee Leiterman In Favor: # Unanimous
6	Accomplishments since last meeting: a. Hartsdale Drop Box re-activated b. Health Dept inspection – bathroom without sink c. Job Club by Penguin d. Town Board presentations	a. Approximately 750 items have been picked in 5 weeks. Permanent solution is being pursued. b. Cabinet in staff bathroom is scheduled to be installed the week of March 9, 2009; plumber to install sink after cabinet is installed. c. Ron Katz wanted to host a job support club that would charge a fee. The program has been postponed due to Director Contrata being uncomfortable with fees being charged. Meeting room policy will be reviewed. The Library is planning on developing free job search seminars. d. There was discussion on Library Board presentations to the Town Board. The general reaction was favorable and the Library Board will investigate making periodic presentations to the Town Board
Reviews by Committee:		
7	Administrative Report Presented by Library Director: Eugenie Contrata a. Trustee Creston suggested using the Administration Report as the basis for some PR. Administration will send Trustee Creston the February report via e-mail. b. Trustee Creston suggested having some audio capabilities on the website.	
8	Finance Committee Report Presented by Chair: Calvin Thomas a. Secretary/Treasurer Thomas will be working with Vice President Hayward and Trustee Leiterman and will have a report at the next meeting.	

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9	<p><i>Building Committee Report</i> Presented by Chair: Tomas Saez</p> <p>a. Trustee Saez reported that he attended the budget meeting at the Town Hall regarding the construction project on 2/19/09. He said there was \$10,000 left in the construction budget. Trustee Saez said the glass partitions separating Teenburgh from the Children’s Library had been ordered and drawings were required from the architect for the frames.</p> <p>b. Trustee Saez said that funds for tables and chairs in the adult section were encumbered. Library Interiors was coming to the Library to discuss the order.</p> <p>c. HVAC – The HVAC is not adequate to heat the building on the coldest days and probably not adequate to cool the building on the hottest days. The engineer will be scheduled to test the HVAC system. The architect is exploring a few ideas.</p> <p>d. Lighting – There will be a test of the intensity of the lighting in the building, as some areas have inadequate light intensity.</p> <p>e. Building walk through – Trustee Saez suggested the Library Board conduct regular walk through of the building to determine areas that need attention. President Musantry and Trustee Saez will establish a check list for the walk through.</p> <p>f. The contractors have not received final payment.</p>
10	<p><i>Policy & ByLaw Committee Report</i> Presented by Chair: George Hayward</p> <p>a. Trustee Hayward said the policy committee was to embark on an ambitious project to review the entire policy manual and anticipated bringing individual policies for review to each Board meeting for some time, starting with the meeting room policy and the mission statement.</p>
11	<p><i>Personnel Committee Report</i> Presented by Chair: Mindy Leiterman</p> <p>a. The Personnel Committee stated there was an item for discussion in Executive Session.</p>
12	<p><i>New Business/Discussions</i></p> <p>a. Trustee Hayward accepted the appointment of Vice President to the Library Board of Trustees.</p> <p>b. There was discussion about the Hennen Public Library Survey.</p> <p>c. The Board of Trustees decided to put the Greenburgh 80th Best Sign up in the Library, place to be determined.</p> <p>d. Trustee Leiterman moved to approve the transfer from the Trust & Agency account to the membership account of \$325 for the Library’s membership in the New York State Library Board of Trustees. Trustee Creston seconded the motion and it was unanimously approved.</p> <p>e. There was discussion about approaching Elmsford in an effort to start talks about the Village contracting with the Library once their contract with Ardsley expires. Vice President Hayward will provide the Library Board with background.</p> <p>f. There was discussion about a Board training evening with Jerry Nichols. There would be a \$500 fee for a 3 or 4 hour training session on the topic of the Board’s choice. The Trustees will give the Library director possible dates.</p> <p>g. Director Contrata suggested the annual Library Board / Staff Breakfast be scheduled for Friday Mar 13, 27, April 3, 10, or 17. The Trustees will forward their availability to the Director..</p> <p>h. There was discussion about a proposed Literacy Program with Curt Stewart. The Board decided not to pursue the project.</p>

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Resolutions:		
13	<p>Resolution #09 -1 Description: Resolution to reinstate fee to place items on reserve to .50 cents, effective April 1, 2009. The Board will receive a report on the effectiveness of the reserve fee in 6 months.</p>	<p>Motion by: Trustee Creston Second by: Trustee Leiterman In Favor: Unanimous</p>
14	<p>Resolution #09 - 2 Description: Appointment of Part-time Clerical Staff Appointees to be determined.</p>	<p>Motion by: Vice President Hayward Second by: Trustee Leiterman In Favor: Unanimous</p>
15	<p>Resolution #09 -3 Description: Appointment of Part-time Librarian Louis Antonietti.</p>	<p>Motion by: Vice President Hayward Second by: Trustee Creston In Favor: Unanimous</p>
Action items:		
16	<p>Discuss plans for the upcoming month</p> <ul style="list-style-type: none"> a. Bring ALA statements to full Board b. Copier/Printer Agreement c. Security Guard Service d. Prepare for Library Celebration Day 	
17	<p>List Action Items from this meeting, assign Responsibility and Due Date</p> <ul style="list-style-type: none"> a. Describe Action Item #1 – Work with focus groups to help develop a long range plan. Assigned to: Trustee Creston Due Date: b. Describe Action Item #2 Assigned to: Due Date: c. Describe Action Item #3 Assigned to: Due Date: 	
Closing Proceedings:		
18	<p>Public Meeting closed at 9:47 PM by President – Frank Musantry</p>	<p>Motion by: Trustee Creston Second by: Vice President Hayward In Favor: Unanimous</p>

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Executive Session:		
19	Executive Session opened at 9:47 PM by President Musantry	Motion by: Trustee Creston Second by: Vice President Hayward In Favor: Unanimous
20	Discussions at Executive Session: a. Employee action update. b. c.	
21	Executive Session closed at 10:05 PM	Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas In Favor: Unanimous
22	Public Meeting adjourned at 10:10 PM by President Musantry	Motion by: Vice President Hayward Second by: Secretary/Treasurer Thomas In Favor: Unanimous
<i>Unapproved minutes will be made available within 2 weeks following each meeting.</i>		
Minutes transcribed by: _____ Date: _____ Cory Deitchman Assistant to the Library Director		
Minutes approved by: _____ Date: _____ Calvin Thomas Secretary – Greenburgh Library Board of Trustees _____ Date: _____ Frank Musantry President – Greenburgh Library Board of Trustees		