

MINUTES OF THE GREENBURGH PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 15, 2009

7:15 pm

Approved February 26, 2009

Present: Diane Creston, Thomas McCarthy, Frank Musantry, Tomas Saez, Calvin Thomas,
Eugenie Contrata, Library Director, Marilyn Greiner, Assistant Library Director

Director Contrata called the meeting to order at 7:25 p.m.

Trustee Thomas moved that the minutes from the December 18, 2008 meeting be accepted as presented. Trustee Saez seconded the motion and it was unanimously approved.

Trustee Saez moved to change the agenda to elect officers of the Board of Trustees first. Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Saez nominated Trustee Thomas as Secretary/Treasurer, Trustee Hayward as Vice President and Trustee Musantry as President of the Board of Trustees. Trustee McCarthy seconded all three nominations and all three were unanimously approved. The nomination of Trustee Hayward was tabled until the February meeting due to his absence.

Director Contrata gave a brief history of the payment of invoices from the Operating Budget. Director Contrata said the bills had been reviewed and were in order. Trustee Saez made a motion to approve the bills from December 13, 2008 through December 30, 2008, in the amount of \$27,953.49 for payment. Trustee Creston seconded the motion and it was unanimously approved.

Trustee Saez made a motion to approve the bills for the Library Capital Account from December 13, 2008 through December 31, 2008. Trustee McCarthy seconded the motion and it was unanimously approved.

Director Contrata gave a brief history and explanation regarding the Treasurer's Report. Trustee Saez made a motion to approve the Treasurer's Report. Trustee Creston seconded the motion and it was unanimously approved.

Administration Report

Director Contrata gave a verbal administration report saying that the Library has proven very popular with patrons so far and a number of individuals and organizations have expressed interest in associating with the Library. Organizations such as Citi Bank are expressing interest in conducting programming at the Library. Local schools and organizations will be touring the Library. Director Contrata will be speaking to the Hartsdale Rotary Club. Director Contrata said that adult programming has begun and the Children's Library has begun programming as well. Director Contrata reported on the upcoming adult, teen and children programming and the increased outreach to the Spanish speaking community conducted by the Library's Library Assistant Spanish Speaking.

Trustee Saez asked for comparisons of Library activity statistics from 2006 to the present activity. Trustee Creston asked if stats could be compiled based on ethnicity. Director Contrata will research this possibility with WLS.

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Foundation

Trustee McCarthy said the Foundation met on January 13 and signed the Memorandum of Understanding (MOU) between the Library and Foundation Boards. He explained the purpose of the MOU.

He said an outside planning organization had been retained by the Foundation to conduct a feasibility study of an event they proposed for the Spring 2009.

Director Contrata said that the Friends of the Greenburgh Library were preparing to release funds previously pledged to purchase furnishings for the Children's Library. Director Contrata said the Friends conducted a book sale each year and were also looking for new members. It was suggested that outreach to the local religious institutions could tap into an unused resource for volunteers.

New Business

Trustee Saez suggested researching the possibility of increasing the operating hours of the Library, without increasing costs.

There was discussion regarding the Cybermobile and it was suggested the Library look into purchasing a smaller vehicle for outreach purposes, such as picking up items from remote book drops, delivering material to homebound patrons, etc. President Musantry will research possibilities.

It was decided to invite the President of the Greenburgh Public Library Foundation to the next Board meeting, as well as invite the President of the Friends to a future Board meeting.

There was discussion regarding the book drop at the Hartsdale Avenue Train Station and the feasibility of utilizing another Town department to pick up materials at the book drop and charge the Library's budget for the service.

President Musantry will create a spreadsheet for outstanding items, delineating a time-line on those items.

Trustee Creston said she would be able to help with PR to a degree and said she would be producing a PBS series in which she could focus on libraries and the Greenburgh Public Library in particular for one episode.

There was discussion on attending the Town Board meetings and reporting on the Library on a regular basis and attending a Town Board work session to meet with the Town Board. The Board agreed to meet with the Town Board at a later date. There will be further discussion regarding regular presentations to the Town Board meetings.

There was brief discussion about the meeting room policy at the Library and the possibility of charging fees to raise revenue. The meeting room policy will be on the agenda for the next Board meeting.

Secretary/Treasurer Thomas made a motion to approve the Library Director taking the advanced Public Library Administrator's Certificate Program, offered by Long Island University during Library hours. The cost of the program will be paid by the Director out of

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her personal funds. Trustee Creston seconded the motion and it was unanimously approved.

There was discussion about a grand opening celebration for the Library. Director Contrata suggested holding the celebration during National Library Week in April 2009.

Trustee Creston was designated as the liaison to the Friends of the Greenburgh Library, who meet on a semi-annual basis.

President Musantry made a motion to approve and sign the MOU between the Library and Foundation Boards. Trustee Saez seconded the motion and it was unanimously approved.

President Musantry made a motion to close the Library at 5:30 p.m. on Wednesday, November 25, 2009, the day before Thanksgiving. Trustee Creston seconded the motion and it was unanimously approved.

Trustee Creston made a motion to approve the annual step increase for James Stirbis, Library Clerk P/T, effective January 31, 2009. President Musantry seconded the motion and it was unanimously approved.

New committee assignments were made as follows:

Building Committee

Frank Musantry
Tomas Saez

Finance Committee

George Hayward
Mindy Leiterman
Calvin Thomas

Policies and Bylaws Committee

George Hayward, Chair
Thomas McCarthy
Calvin Thomas

Personnel Committee

Mindy Leiterman, Chair
George Hayward
Thomas McCarthy
Tomas Saez

Building Advisory Committee

Jerry Palevsky, Chair
Christine Broda
Richard Newhouse
George Rehl
Fred Siesel

Communications Committee

Diane Creston
Thomas McCarthy
Calvin Thomas

There was discussion about the hiring of Part-time staff at the Library.

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Trustee Saez made a motion to approve the hiring of Part-time staff at the Library as follows, effective January 26, 2009:

Part-time Library Pages

Stella Rosenbaum

Tyler Grayson

Kyle Miller

DeVaughn Webb

Keon Hines

Marielle Coffey

Marina Payne

Geena George

Rachel Spagnoli

Marilyn Collucci

Part-time Library Clerks

Michael Goldstein

Marie Dodd

Rhonda Beville

Pauline Monroe

Part-time Librarian (Children's)

Lois Izes

Trustee Creston seconded the motion and it was unanimously approved.

Trustee Creston made a motion to accept the donation by Greenburgh resident Jack Billig of a bust of Abraham Lincoln. Trustee McCarthy seconded the motion and it was unanimously approved.

It was decided to maintain use of the Hartsdale Avenue Book Drop while investigating a permanent solution. President Musantry and Trustee Saez will be pick up material from the book drop and deliver the materials to the Library.

Trustee Saez made a motion to authorize Director Contrata to negotiate and approve a solution with the Town Board, provided the cost does not exceed \$3,000 annually.

Trustee Saez made a motion to open Executive Session to discuss a personnel matter. Trustee Creston seconded the motion and it was unanimously approved at 9:30 p.m.

Trustee McCarthy made a motion to close Executive Session at 10:12 p.m. President Musantry seconded the motion and it was unanimously approved.

Trustee Saez made a motion to adjourn the meeting. Trustee McCarthy seconded the motion and it was unanimously approved.

The meeting was adjourned at 10:15 p.m.

Minutes transcribed by Cory Deitchman, Secretary to the Library Director.