

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING

July 24, 2008

7:15 pm

Approved September 25, 2008

Present: Howard Jacobs, Tom McCarthy, Estelle Palevsky, Calvin Thomas,
Susan Wolfert, Diana Juettner
Eugenie Contrata, Library Director, Marilyn Greiner, Assistant Library
Director

Visitors: Frank Musantry, Robert Reninger, Hal Samis, Tomas Saez,

President Jacobs called the meeting to order at 7:20 p.m.

Vice President Wolfert moved that the minutes from the June 26 meeting be accepted as presented. Trustee Palevsky seconded the motion and it was unanimously approved.

Vice President Wolfert said the bills had been reviewed and were in order. Vice President Wolfert made a motion to approve the bills from June 19, 2008 through July 16, 2008, in the amount of \$90,159.47, for payment. Trustee Palevsky seconded the motion and it was unanimously approved.

Vice President Wolfert had several questions about the Treasurer's Report and then moved to approve it as presented. Trustee Thomas seconded the motion and it was unanimously approved.

President Jacobs said that Secretary/Treasurer Hayward was still in New York Presbyterian Hospital and was expecting to return to the rehabilitation hospital next week to continue his recovery.

President Jacobs said he had met with Don Cannon, the Chairperson of the Town's Budget Committee.

Administration Report

President Jacobs asked if the Library activity for June was higher than usual. Director Contrata said it was what was to be expected in the temporary locations. Trustee Palevsky asked about Assistant Director Greiner's move to the administration trailer. Both Director Contrata and Assistant Director Greiner said the move should help with the transition to the new building.

President Jacobs asked about Greenburgh Library's online book clubs. Director Contrata said that the Library has 831 subscribers to the book clubs offered online by the Library.

Finance Committee

Vice President Wolfert said the finance committee had begun work on the 2009 operating budget request.

Building Committee

Trustee Palevsky said that she had not received an update from Triton Construction but asked the impression of the two Trustees who had received a tour of the building.

Trustee McCarthy said that it was larger from the inside than he expected and was impressed with the almost seamless blending of the old and new parts of the building.

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He said he thought that the space had been put to good use and expects better service to be offered to the patrons in the new building. He also said he was impressed by the geo-thermal heating/cooling system and the overall construction.

Trustee Thomas said the structure was impressive and spacious and was impressed with the segmentation of the different areas in the Library, such as the conference room, the teen area, the children's room, etc.

Foundation

Trustee McCarthy said that the next Foundation meeting would be held on Tuesday, July 29. President Jacobs said that Joe Chiochi, the owner of the Westchester Farms nursery, had pledged \$10,000 of goods and services towards the landscaping of the project and would meet with the landscape architect on the project to coordinate his efforts.

New Business

Director Contrata said that the Library had looked at the fine and fee rates of the White Plains and Scarsdale libraries in considering an increase in Greenburgh's fine and fee rates. She noted that given the Comptroller's downward revision to the Library's interest income, the Library will need to generate more revenue. Director Contrata said the suggested increase in fines would put Greenburgh in line with the fine and fee rates at the White Plains Public Library and lower than the Scarsdale Public Library in most categories. Trustee McCarthy asked what the total amount of revenue from late fees was each year. Director Contrata said that the estimated revenue from late fees for 2008 was \$25,000 and that \$9,000 had been received through June. She said that in the old Library the late fee revenue was approximately \$75,000 per year, which then earned interest.

Trustee Palevsky moved to approve the new fine rates as presented (see attached), effective January 1, 2009. Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Thomas asked about the requested budget transfers under new business.

Director Contrata suggested the transfer of \$119,669 from the operating budget to pay for items that under normal circumstances would be paid for out of the operating budget but were currently budgeted for in the construction budget. Director Contrata recommended the following transfers:

Expenses	
\$38,000	Utilities
\$ 1,251	In wall book drop unit
\$ 1,296	Depressible book bins to receive returns
\$ 4,122	Telephone system installation
\$75,000	Tables and chairs for patron use
\$119,669	TOTAL

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Director Contrata said that the \$38,000 cost in utilities incurred in the building during construction was less than the \$50,000 cost incurred for electricity alone in the old building. Director Contrata said that the expenses for the in-wall book drop unit, the depressible book bins, and the telephone system installation were typically expenses paid for out of the Library's operating budget. She said that it was reasonable to expect to have to replace these items in the course of regular operations. Director Contrata said that tables and chairs would normally be purchased out of the operating budget when the need arose.

Trustee McCarthy made a motion to transfer \$119,669 from the 2008 Library operating budget for the expenses listed in the chart above. Trustee Palevsky seconded the motion and it was unanimously approved.

Director Contrata distributed copies of a letter from Supervisor Feiner to WLS Executive Director Siobhan Reardon asking if WLS would be interested in renting Greenburgh's Cybermobile.

Announcements

The Library Board will not meet in August.

Vice President Wolfert moved to go into Executive Session to discuss a personnel matter at 7:50 p.m. Trustee Thomas seconded the motion and it was unanimously approved.

Trustee Palevsky moved to close Executive Session at 8:18 p.m. Vice President Wolfert seconded the motion and it was unanimously approved.

Vice President Wolfert moved to adjourn the meeting. Trustee Thomas seconded the motion and it was unanimously approved.

The meeting adjourned at 8:20 p.m.

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