



Library Board of Trustee Meeting Minutes

Meeting Date	March 26, 200	Minutes Approval Date	April 30, 2009
Meeting Time	7:15 PM – 10:10PM EST		
Meeting Location	Greenburgh Library – Multipurpe Rm		
Participants	<u>Library Board of Trustees</u> Frank Musantry Tomas Saez Calvin Thomas Thomas McCarthy	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
Not in Attendance:	Diane Creston Diana Juettner George Hayward	Quorum Present?	Yes
Meeting Guests	Judy Chriss, President, Greenburgh Public Library Foundation		
Meeting Objective	Regular Monthly Board Meeting		

Meeting Agenda

Opening Proceedings:		Comments
1	Public Meeting called to order at 7:19 PM by President – Frank Musantry	President Musantry announced that the exterior lighting for the Library had caused a power outage in the Library on March 25, and that the Library closed at 7:00 p.m. on March 26, and would continue to close early until the lighting issue was resolved. A staff member was posted at the door to allow visitors to come to the Library Board meeting.
2	Presentation from Invited Guest(s): Judy Chriss - Library Foundation	Library Foundation President Judy Chriss thanked the Board for inviting her as a representative of the GPL Foundation. Ms. Chriss said that the sole function of the Foundation was to raise funds for the Library. She itemized a number of in-kind donations the Foundation has secured, such as furniture for the administrative office, a painting estimated to be worth \$9,500, accounting services for the Foundation, the oundation’s brochure, an optical ror the children’s room and the cabinet to house the mirror etc. Ms. Chriss said the Foundation was planning a fund raising event, tentatively entitled, <i>Cooks & Books</i> , to be held at the Library, pending the Library Board’s approval. There was discussion about the event. Ms. Chriss reminded the Board to continue buying book plates and inquired if the Foundation should pursue proposals for a café in the Library. President Musantry said he would contact Stephen Reitano of the Foundation to let him know whether or not to pursue proposals.

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

<p>3.</p>	<p>Public Comment: a. Public Speaker #1 Hal Samis</p>	<p>a. #1 Comments –</p> <p>1).the Library Board bring to the attention of DPW any major problems with the construction project before March 31, the last day DPW Commissioner Al Regula will be working for the Town.</p> <p>2) the Library had a right to redeem approximately \$600,000 of the construction budget if the Library Board was willing to fight for the funds, which he maintains have been incorrectly charged or charged twice or did not meet the specifications of the original plans.</p> <p>3) the glazing of the exterior glass was done improperly causing a heat/air conditioning loss and not cutting down on the sun glare.</p> <p>4) change orders and the original plans calling for 5 geothermal wells that were changed to 40 geothermal wells and the costs associated with the change, including the \$240,000 delay claim. He said these extra costs should not be incurred by the construction budget.</p>
<p>4</p>	<p>Vote to adopt previous month's minutes:</p>	<p>Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: # Unanimous</p>
<p>5</p>	<p>Accounts Payable Report: Presented by Secretary/Treasurer: Calvin Thomas Review bills and authorize payment of this month's bills. December 31, 2008, \$7,535.10 February 19, 2009–March 18, 2009, \$44,655.91</p>	<p>Motion by: Secretary/Treasurer Thomas Second by: Trustee Saez In Favor: # Unanimous</p>
	<p>Treasurer's Report:</p>	<p>Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: # Unanimous</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

<p>6</p>	<p><i>Accomplishments since last meeting:</i></p> <ul style="list-style-type: none"> a. Changes made to meeting set-up to ensure compliance with Open Meeting Law b. Jerry Nichols Trustee Training results c. Hartsdale Drop Box Progress d. Library Foundation meeting results e. Health Dept. inspection – bathroom without sink status f. Employee Appointments - Filled 	<ul style="list-style-type: none"> a. The Board of Trustees meeting is posted on the electronic signs in the Library, paper signs posted as well, doors to the meeting room will be kept open, and an entranceway will be available when the Library is closed. b. The Jerry Nichols Trustee Training went very well and was well worth it. Mr. Nichols addressed current issues and questions about Library management. c. Materials are being picked up from the drop box, approximately 100 – 120 per week while permanent solution is pursued. d. President Musantry had lunch with Judy Chriss last week. They discussed the Cooks & Books event being planned and the idea of a café. President Musantry will contact Stephen Reitano regarding the café proposals. e. Administration will contact the Health Department to re-inspect the children's/staff bathrooms, as both bathrooms are now fully operational. f. The employee appointments authorized by the Library Board in February have been filled.
<p>Reviews by Committee:</p>		
<p>7</p>	<p><i>Administrative Report</i> Presented by Library Director: Eugenie Contrata</p> <ul style="list-style-type: none"> a. Director Contrata presented a Budget Transfer, transferring \$160 from line # 499.0 to 474.1 to cover the expense of copier repair caused by the use of recycled toner purchased by the Town. Trustee Saez moved to approve the Budget Transfer. Secretary/Treasurer Thomas seconded the motion and it was unanimously approved. b. Director Contrata reported that Library Clerk Jill Happel was retiring at the end of April. 	
<p>8</p>	<p><i>Finance Committee Report</i> Presented by Chair: Calvin Thomas</p> <ul style="list-style-type: none"> a. Secretary/Treasurer Thomas reported that he, Trustee Leiterman and Vice President Hayward have been working through e-mail to determine what the Board should be trying to accomplish going forward. Secretary/Treasurer Thomas said there was discussion about establishing a bank account for the Library, which goes hand-in-hand with the possible long-term goal of becoming a special district library. b. Secretary/Treasurer Thomas said they were looking at budget planning and development, looking toward the 2010 Library budget. He said Director Contrata provides the finance committee with the raw data and that the finance committee was trying to get a handle on where and when to spend money in conjunction with the idea of establishing greater control and flexibility over budget lines. This would address the issue of the Library Board having to approve cross functional transfers. Secretary/Treasurer Thomas said the finance committee was looking at the process of signing off on the monthly bills and what Director Contrata could sign off on or not. c. Secretary/Treasurer Thomas said the Finance Committee should take the lead on developing a financial plan going forward and said he was pleased with the financial reporting. 	

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

9	<p><i>Building Committee Report</i> Presented by Chair: Tomas Saez</p> <p>a. Trustee Saez reported that he attended a meeting with the HVAC firms to discuss the HVAC system. Trustee Saez said that the glass was not properly glazed causing heat dissipation in the winter and loss of cooling in the summer. He said the airflow needs to be addressed. Trustee Saez talked about online access to the system and the need for recommendations on which way to adjust the system and address the poor design.</p> <p>b. Trustee Saez asked where the Library was in the process of ordering tables and chairs. Director Contrata said one more quote was needed before the furniture could be ordered.</p> <p>c. Trustee Saez asked about the order for the frames in the Teenburgh area. Director Contrata said the Comptroller is maintaining there aren't enough funds to pay for the frames. DPW has submitted the order to the Comptroller's Office and Triton is maintaining the funds are available.</p>
10	<p><i>Policy & ByLaw Committee Report</i> Report not presented</p>
11	<p><i>Personnel Committee Report</i> Report not presented – item to be discussed in Executive Session</p>

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

12

New Business/Discussions

- a. President Musantry said the Library Board was authorized to appoint a new Board Trustee for the remaining term of a resigning Trustee. As Trustee Leiterman has resigned, the Board will publically notice the acceptance of resumes for the position with a receipt deadline of May 7. The resumes will be reviewed by the Board and selected candidates will be invited to the May 28, Board meeting.
- b. President Musantry reported that Bill Carter the Commissioner of the Theodore Young Community Center (TDYCC) was applying for a grant, The 21st Century Community Learning Center Grant through the NYS Education Dept., and was partnering with other Town entities and wanted to partner with the Library. The Library's portion of the 5 year grant would be the Family Literacy Education Program. TDYCC would be the lead agency and additional staffing needs would be paid for out of the grant. President Musantry met with Commissioner Carter and certain questions were asked and addressed. The Library has final say on what programs transpire in the Library and the staff's involvement, by New York State Education Law. Trustee Saez moved to approve the Library's involvement with the 21st Century Learning Center Grant. Secretary/Treasurer Thomas seconded the motion and it was unanimously approved.
- c. ADI Time Clock System will be addressed at the next meeting.
- d. There was discussion about reviewing an earlier proposal by sculptor Vinnie Bagwell who wanted to utilize space in the Library as a open artist studio to produce relief sculptures of prominent African Americans. Ms. Bagwell would welcome the community to participate in the process and teach interested community members as well. Funds would come from a grant that Ms. Bagwell would apply for and administrate. The Board will review the idea and look at questions the previous Board had. Director Contrata will contact Ms. Bagwell to see if she still has interest and let her know the Board is reconsidering her proposal.
- e. It was reported by Director Contrata that the Foundation is attempting to have the mirror the Foundation is donating to the Library installed by the opening celebration on April 19.
- f. A date for the Staff/Board breakfast has yet to be set. Administration will seek possible dates via e-mail.
- g. President Musantry announced that the annual WLS Book & Author Luncheon would take place on Thursday, April 16, at Abigail Kirsch in Tarrytown. The cost is \$75 for those interested.
- h. President Musantry announced that the annual NYSALB 2009 Trustee Institute will be held on May 1 – 2, in Syracuse, NY
- i. President Musantry announced that Robert Freeman of the NYS Committee on Open Government would be at the Town Hall on Wednesday, April 22, 2009.
- j. Director Contrata reported that Supervisor Paul Feiner had requested the Library host the annual Newcomer's Reception. Director Contrata has agreed and the reception is planned for Wednesday, May 27. No further information has been provided by the Town.
- k. President Musantry announced that the Climate Action Control Committee was hosting a National Conversation for Climate Solutions at the Library and that the Town of Greenburgh was chosen as one of just ten communities nationwide to host a spotlight Conversation on Climate Action.
- l. The Library Board decided to approve having the Foundation look into what it would take to build a café in the lobby of the Library and present the Board with any proposals the Foundation receives.
- m. Trustee Saez moved to approve the painting offered to the Library honoring Lorraine Hansberry. Secretary/Treasurer Thomas seconded the motion and it was unanimously approved.
- n. Director Contrata reported that 789 items related to early childhood literacy had been purchased through the Bezos Family Foundation Grant and that there was still some funds remaining to purchase more items.

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

Resolutions:		
13	Resolution #09 -1 Description: Endorse the American Library Association's "Library Bill of Right's"	Motion by: Trustee McCarthy Second by: Trustee Saez In Favor: Unanimous
14	Resolution #09 - 2 Description: Adopt Revised Mission Statement	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous
15	Resolution #09 -3 Description: Annual Step Increase for Part-time Library Clerk Joan Crosser	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous
Action items:		
16	Discuss plans for the upcoming month a. Trustee Saez moved to postpone implementation of a Reserve Fee until June 1, 2009. Secretary/Treasurer Thomas seconded the motion and it was unanimously approved.	
17.	Additional Public Comments: Mr. Samis followed up with the following: 1) questioned the wisdom of partnering with TDYCC, especially on the Exposure Program, saying he thought the Library would lose support in the community if the Library endorsed this program. 2) the façade of the old building should be painted white to blend with the new addition to the building. This would be a minimal cost to enhance the look of the building. 3) it would be a mistake to contract with the Village of Elmsford at a fee that would cost Elmsford residents less than the per capita fee Unincorporated Greenburgh residents pay for the Library. This would cause the re-emergence of opposition to the contract and the Library and that under the reduced fee structure it would be better not to contract with Elmsford than allow Elmsford residents to pay less per capita than Greenburgh residents.	
18	List Action Items from this meeting, assign Responsibility and Due Date a. Describe Action Item #1 – Research Café options Assigned to: Frank Musantry Due Date: April 30, 2009 b. Describe Action Item #2 Assigned to: Due Date: c. Describe Action Item #3 Assigned to: Due Date:	
Closing Proceedings:		
19	Executive Session Opened at 9:00 PM by President – Frank Musantry	Motion by: Trustee Saez Second by: Trustee McCarthy In Favor: Unanimous

Greenburgh Public Library Board of Trustees

Regular Meeting – March 26, 2009

Approved April 30, 2009

Executive Session:	
20	Discussions at Executive Session: a. Employee action update. b. c.
21	Executive Session closed at 9:10 PM Motion by: Secretary/Treasurer Thomas Second by: Trustee Saez In Favor: Unanimous
22	There was discussion about re-instituting Cybermobile service possibly in conjunction with another WLS Library and the cost associated with renewed Cybermobile service.
22	Public Meeting adjourned at 9:30 PM by President Musantry Motion by: Secretary/Treasurer Thomas Second by: Trustee McCarthy 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	