

MINUTES OF LIBRARY BOARD OF TRUSTEES MEETING

November 20, 2008

7:15 pm

Approved December 18, 2008

Present: George Hayward, Howard Jacobs, Thomas McCarthy, Calvin Thomas,
Susan Wolfert
Diana Juettner, Town Board Liaison,
Eugenie Contrata, Library Director

Visitors: Bob Reninger, Tomas Saez, Hal Samis

President Jacobs called the meeting to order at 7:25 p.m.

Mr. Samis spoke, saying that the Town was charged twice for three change orders.

Mr. Reninger asked if there was a structural defect preventing the cleaning of the exterior of the old building. President Jacobs said the exterior had been power washed but the process only worked on two or three panels. The construction company was investigating other chemical agents that might work on the other panels.

Vice President Wolfert moved that the minutes from the October 30, 2008 meeting be accepted as presented. Trustee Thomas 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 October 23, 2008 through November 17, 2008, in the amount of \$71,113.66 for payment. Trustee McCarthy seconded the motion and it was unanimously approved.

Vice President Wolfert asked a question about the computer software line, 450.3, in the Treasurer's Report. Director Contrata will research the question.

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

Finance Committee

Vice President Wolfert reported that the Library Board had submitted the Library's budget to the Town.

There was discussion about the cost of insurance and maintenance for the Library in the Town's tentative budget. Vice President Wolfert and Secretary/Treasurer Hayward questioned about how the Comptroller's Office arrived at this estimate. Secretary/Treasurer Hayward asked if the quote was competitively bid. Secretary/Treasurer Hayward asked why the insurance quote had been aggregated, saying that the \$5.7 million was already part of the \$21 million it was added to.

There was discussion about the building maintenance fee charged to the Library as part of the I-Fund and how it was based on the prior year. The Board asked how many Department of Public Works employees will be assigned to the Library. Town Board Liaison Juettner reported that the I-Fund calculations for the 2009 tentative budget were being corrected and all departments would be paying more for building maintenance services.

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Building Committee

Director Contrata reported the following:

- The railing by the handicap ramp is required and will be installed shortly.
- Some exit signs had to be lowered to comply with fire code.
- The adult collection at the Town Hall Library has been moved to 300 Tarrytown Road
- The children's collection was due to be moved on November 21.
- Lightpath had finished installing the equipment for the telephones. Bob Ficker was working on the system and phones in the new building are expected by November 21.
- The remaining carpet tiles had arrived and were scheduled to be installed.
- The security gate would be installed after completion of the carpet installation and the fixing of the ceiling leak by the front door.
- WLS has started installing computers in the new building.

Director Contrata said the Certificate of Occupancy would be issued once several small issues were resolved, such as the lowering of the exit signs, the signs for the fire extinguishers and doors, and the raising of a horn/strobe in the Children's Library.

Trustee Thomas asked about the leaks. Director Contrata said the leak in the roof above the entrance had been identified and that the roofing company would be coming to patch the leak on November 21.

To Trustee Thomas's question, Director Contrata said that the building was under complete warranty for one year.

Foundation

Trustee McCarthy said that the Memorandum of Understanding (MOU) between the Library and Foundation Boards had not been signed by either board. Trustee McCarthy will try to meet with a sub-committee of the Foundation to try to iron out an agreement.

New Business

Trustee McCarthy moved to approve the evaluation and step increase of Karen Herouart. Vice President Wolfert seconded the motion and it was unanimously approved.

After discussion and viewing, Trustee McCarthy moved to accept the Foundation's donation of Barbara Lavalley's illustration, *One Cool Guy*. Trustee Thomas seconded the motion and it was unanimously approved.

There was discussion about the Library's operating hours during the transition to the new building.

Trustee McCarthy moved to approve changing the Town Hall Library's operating hours on Monday through Friday, to 9:00 a.m. to 7:00 p.m., effective December 1, 2008. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

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Vice President Wolfert moved to close the Town Hall Library on December 13 and December 14, 2008. Trustee Thomas seconded the motion and it was unanimously approved.

Vice President Wolfert moved to name the Local History Room for Assemblyman Richard Brodsky, language to be determined at a later date. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved with one abstention, Trustee Thomas.

Vice President Wolfert announced that the Howard Jacobs family was making a donation to the Library for an annual photography exhibition. The gift was from President Jacobs, his wife Ruth and their sons Kenneth and David. The gift would be for \$10,000 over a 10 year period.

Vice President Wolfert moved to accept the gift from the Jacobs family of \$1,000 per year for a ten year annual photography exhibit, which was to include maintenance of the gallery, to be named the Howard and Ruth Jacobs Family Gallery. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

The next Library Board meeting will be on Thursday, December 18, 2008, at 7:15 pm, at 300 Tarrytown Road.

Vice President Wolfert moved to open Executive Session at approximately 8:35 p.m. to discuss a personnel matter. Secretary/Treasurer Hayward seconded the motion and it was unanimously approved.

Vice President Wolfert moved to close Executive Session at 8:55 p.m. Trustee McCarthy seconded the motion and it was unanimously approved.

Trustee Thomas moved to adjourn the meeting. Trustee McCarthy seconded the motion and it was unanimously approved.

The meeting was adjourned at 9:00 p.m.

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