

CLIFTON PARK-HALFMOON PUBLIC LIBRARY
Board of Trustees Meeting

FEBRUARY 25, 2008

PRESENT: Bueno, Coniglio, Curto, Elman, Fennelly, Hirs(a) (on speaker phone), Otto, Robbins, Rodger, and Thurston. Also present were Jo Piracci, Kathy Adam, Claudia Hayes, and Joe Gaug, Attorney.

ABSENT: Golden

Meeting was called to order by Vice President Elman at 7:18p.m.

AGENDA: Agenda was accepted as sent by common consent of all present.

MINUTES: A **Motion** was made by Robbins, seconded by Otto to accept the January minutes as sent. **Motion** passed unanimously.

PUBLIC COMMENT: None present.

BOARD COMMENT: None

TREASURER:

Treasurer Bueno noted that Halfmoon tax had been received. On Disbursements: Although the Utilities & Fuel budget is about 5.45% over the expected 8% for January, most of this is attributable to seasonal usage.

Note: The Construction budget has now been assimilated into the general budget. All residual payments will now be made from the general budget. All construction income is now a part of the fixed assets and has been capitalized.

The **Motion** was made by Thurston, seconded by Robbins, to accept the January report for audit. **Motion** passed unanimously.

REPORT OF THE FRIENDS

Kathy Adam reported the following for The Friends:

1. The Juried Art Show is now on and will continue until February 29th.
2. A reminder that the Book Sale will be held from February 29th until March 2nd (this coming weekend).
3. The next Friends meeting is this Wednesday, the 27th.
4. The Friends have been discussing giving two scholarships to Shenendehowa seniors 1) to any qualifying Shenendehowa Senior and 2) to a Senior residing in the Library District. The scholarships will amount to \$4000 each and will hopefully be in place for this year. Applications are being prepared and will be available at the school.

5. The Scholastic Book Fairs will be in June and in September at the time of voting.
6. Our local Friends group will take part in the fall program of the Empire Friends. The theme is 'Sharing with Others'.

DIRECTOR'S REPORT

Claudia Hayes gave the following Technology update:

The Staff has been busy loading software on the new server, which will then be promoted to the main server. The present server will be demoted to other purposes.

Mary Beth Nafis will be attending a conference in Washington, D.C., which will deal with new trends in web design and how to develop the same.

The Capital District Library Council is participating in a 24/7 guided references website which will be available to Library staff and patrons. There are about 18,000 references in all. If each Library (about 300 in the Capital District) contributes to the cost, it should be quite affordable for all.

The Internet computers continue to be well used with general acceptance of the 3hour per day limit.

A discussion was held on reserving books. What should be the limit(s)? This is a procedural question, not policy. A vote will be taken on this next month.

Kathy Adam reported the following Public Service items.

1. There was a very nice article in the Community News on the "green" Library. Also received was a letter thanking the Library for information received regarding the building.
2. Gail Winters and Kathy Minneiota attended a National Conference where the focus was on Public Libraries.
3. The Handbook being prepared for employees is well underway. It has been reviewed by our Attorney Joe Gaug and will be sent to the Policy Committee for any further suggestions or changes before printing it and distributing it to Staff.

Piracci then highlighted the following from her report:

1. Passed a new list requesting updates to phone numbers, e-mail addresses and regular mail addresses.
2. Distributed the NYSERDA award article regarding the New York State Energy and Development recognition for an environmentally friendly building. The building conserves 30% more energy than required by the building code. However, there is still a hold-up in certification.
3. The Library belongs to an on-line book club where Library patrons can go to look at brief excerpts from books to see if they would like to read them.

4. Otto mentioned an idea she obtained regarding a book bag collection for book clubs-multiple copies of popular books are packed in book bags and signed out to a book club for reading and discussion.
5. The 12th Annual Trustee Institute is being held in Saratoga. The Agenda for the Institute was passed. Kathy Adams will be part of The Friends presentation. All Trustees who are able are urged to attend. The fees are underwritten by the NYSALB.
6. A special event for a retiring Reference Librarian was held on Friday, February 22nd.
7. Golden has expressed his displeasure to the State Legislature regarding the voting hours.
8. Joe Conroy has been asked and has sent suggestions for improving voter turnout at the Fall Library election time. Trustees are asked to review the three variations and then make the decision as to which would be best.
9. A newsletter from ALA informs us that everyone is asked if they will observe Earth Day by turning off all lights for one hour (from 8-9p.m.) on Saturday, March 29th. A suggestion was made to also possibly turn off lights from 4-5p.m. that day as well.
10. The stage has been ordered and will cost approximately \$13,000. It is the fold-up variety which will make storage much easier.
11. On Library usage—We have about 40,000 registered borrowers. Of this amount, about 20,000 use their card at least once a year. The weekend seems really busy. Can we investigate self check-out especially on weekends?
12. Betty Trefelliti has filed the New York State annual report. Robbins made the **Motion**, seconded by Bueno, that the Board has reviewed and accepted New York State Report #22508. **Motion** passed unanimously.

COMMITTEES:

All committees were asked to have their goals submitted prior to the next meeting so that they could be printed and distributed.

PERSONNEL COMMITTEE:

Rogers reported that the paper screening for a new Director has been done. Six strong candidates remain. These persons will be contacted via the telephone and phone interviews scheduled for tomorrow (26th) and Friday (29th) nights. From these six, three will be selected for ‘in person’ meetings. Almost all of the candidates are from out-of-town, so expenses will be incurred. The Committee wants to devote one day for each of these candidates where they will meet with Jo Piracci, some of The Friends, Staff etc and that evening will meet with the Board to give a presentation and answer questions. After this has been completed, the Committee will get together with the others mentioned

above to make the final decision. It is requested that the interview period be short—preferably a week for everything to be accomplished. Board members are asked to try to set aside the week from March 31st-April 4th for this to be done. A question was raised on the salary range to be offered. The Committee will arrive at a range based on Libraries of comparable size.

PUBLIC RELATIONS:

Robbins announced that this Committee had not met.

Otto announced that she had calculated the results on the survey for the Library hours. No definite trend was indicated, but we need to acknowledge and give comment on the results. Also, we need to specifically acknowledge the results to the person requesting it. A note will be placed on the information desk that we have done this and continue to work on it while giving consideration to the results.

OLD BUSINESS:

None

NEW BUSINESS:

Piracci mentioned a new Deferred Compensation Plan, 457 Plan, similar to the 403B. This plan can be tapped into at 55 (as opposed to 59 ½ in the 403B plan), without penalty, and the person could defer up to \$15,000 into this plan. The information will be referred to the Personnel Committee and attorney, Joe Gaug.

Regarding a patron who has become abusive at the Library for a second time—the Library will send a letter (with the help of Attorney Gaug) to the person indicating that this will not be tolerated in the Library.

Thurston then made the **Motion**, seconded by Otto, to leave the regular meeting and enter Executive Session for a Personnel discussion. **Motion** was approved unanimously.

Regular Session was left at 9:45p.m. and Executive Session entered at 9:46p.m.

At 9:55p.m. Robbins made the Motion, seconded by Bueno, to end the Executive Session and return to the regular meeting. Motion was approved unanimously. No further action was taken and the regular meeting was adjourned at 9:56p.m. by common consent of all present.