

Clifton Park-Halfmoon Library

Board of Trustees Meeting

SEPTEMBER 21, 2009

Present: Bueno, Coniglio, Cosgrove, Curto, Elman, Fennelly, Golden, Hirs, Rodger and Thurston.

Also present were: Alex Gutelius, Kathy Adams, Betty Treffiletti, Sally Gillich (new Assistant Director of Technology), Bernie Grossman from The Friends, Joe Gaug, Attorney and Joe Battaglia from auditors Cusack and Company.

Absent: Robbins

Chairman Golden opened the Board meeting at 7:18p.m

The Agenda was accepted as sent by the common consent of all present.

Joe Battaglia, from Cusack and Company auditors presented comments from the audit and noted the new standards required. He presented the case for having a CPA on board-either on the Board of Directors or as paid personnel of the Library. It was recommended that the Library continue its efforts to improve its accounting and reporting systems by the addition of new staff or new Board members as mentioned in the previous sentence. They recognize that this standard may not be practical or cost effective, but note that the goal to continue to improve the current system be ongoing.

Management response was that their procedures are being reviewed and a written procedures manual is being completed pending approval of the Policy Committee.

Public Comments: None

Board Comments: None

MINUTES:

Elman made the **Motion**, seconded by Curto, to accept the August 17th minutes of the Board Meeting with two word corrections: page 1, paragraph beginning "One measure....." Add the word 'at' after 'We need to look....." And page 2, replace the word 'from' in line 1 of the Treasurer's Report with 'for'. **Motion** approved unanimously.

TREASURER'S REPORT:

Curto reported that Receipts were as expected. Fines, for overdue books, still exceeds budget expectations. Note: On Disbursements- Fuel and Utilities costs still are within budgeted amounts .

Thurston made the **Motion**, seconded by Elman, to accept the Treasurer's report for August 2009 and place it on file for audit. **Motion** passed unanimously.

Curto then presented the warrants for September: \$118,080.69 and \$86,598.24. A **Motion** was made by Bueno, seconded by Thurston, to accept the amounts as presented. **Motion** passed unanimously.

THE FRIENDS:

Bernie Grossman reported the following:

1. At the Farm Fest, 42 dozen cider donuts were distributed.
2. The Scholastic 'Two for One' book sale, held September 11-13th, was very successful. There was a paperback book sale on the day of the vote also.
3. On October 5th, there will be a presentation by and reception for mystery writer, Laura Lippman. This event is free, but tickets must be obtained at the Library.
4. There will be a New York bus trip on October 17th to New York City's "Museum Mile". Cost is \$45 for round trip bus transportation; museum admission is on our own.
5. The next Friends' meeting will be September 23rd. Board members are encouraged to attend.

DIRECTOR'S REPORT:

Sally Gillich, new Assistant Director of Technology, was introduced and gave the following report:

1. The Polaris 3.5 upgrade will take place on Nov 11th.
2. The phone system will be upgraded from the Windows 2000 server and new phone lines will be added.
3. Pre-School online registration was made easier for patrons with the addition of a web page that linked directly to the calendar.
4. Surge protectors were installed on staff and public internet modems.

Adams reported the following for Public Service:

1. The Library will be closed Nov. 11th on which day Staff Development will occur. There will be a wellness program with advice on first aid etc. in the a.m. at the Vista Restaurant. In the afternoon, there will be someone from the Saratoga Humor Project to present a program on dealing with stress.
2. The website FAQ project is being worked on and will include information from all departments.
3. The 40th anniversary film series took place in September and featured three Oscar winning films from 1969.

Gutelius then outlined the following points from her report:

1. On voting-73% voted 'yes' on the budget voting. Channel 13 presented a clip in their news program.

2. Registration was down for July of 2009 compared with July 2008, but it is an increase over the average for the first six months of 2009.
3. Circulation for July topped all previous records by 10,000 items. Year-to-date circulation has shown an increase of 10.8%.
4. Several general newspaper articles on the Library were distributed.
5. We will be a participant in the Halfmoon Fall Festival held the week of October 3rd. We will be present at the grand opening of the Malta Center Community Expo on the 3rd from 10a.m. to 2p.m.

COMMITTEES:

POLICY:

Elman presented the drafts of Policies 2.4, 7.5, 7.6, & 7.7. These three policies were created per the recommendations of the auditor. Alex Gutelius, Betty Treffeletti and Joe Gaug were thanked for their helpfulness in developing the new policies. Policy 2.4 concerned Conflicts of Interest; Policy 7.5 Antifraud Programs and Controls; Policy 7.6 Investments and Policy 7.7 Purchasing.

Policy 2.4 was needed to provide additional detail to Article XI (Conflict of Interest) of the By-Laws of the CPHPL and to Section 8 of Policy 7.5 (Antifraud Programs and Controls) of the CPHPL. After a brief discussion of the amount of gifts acceptable, and after a **Motion** brought from the Committee to accept this Policy statement, the Board voted unanimously to accept this Policy as presented.

Policy 7.5 : Section 8-Change wording to read-'All current vendors and suppliers are to be annually provided with a notice prohibiting gifts in excess of amounts specified in Policy 2.4 under 'Standards of Conduct' paragraph #1. Such notice shall include the name and phone number of the Library Director to be contacted if they have been solicited for gifts by any of the Library's employees or Trustees'. A **Motion** was presented by the Policy Committee to accept Policy 7.5 as stated with the correction noted above. **Motion** was passed unanimously.

Policy 7.6 (Investments) was reviewed. This policy is necessary to maximize the security of the Library's funds. After a brief discussion, the **Motion** was presented by the Policy Committee to accept Policy 7.6 as sent. **Motion** was passed unanimously.

Policy 7.7 (Purchasing) was reviewed. This policy is needed to assure the prudent and economical use of public moneys in the acquisition of goods and services for the CPHPL in compliance with General Municipal Law 104-b. Upon a **Motion** brought from the Policy Committee, the Board voted unanimously to accept the policy as sent.

BUILDING & GROUNDS:

Thurston reported that the Committee met and distributed a sheet of compensation for additional services performed by Woodward Connor for the purpose of redesigning the Children's Library.

The costs for development and presentation of (2) alternative designs for Children's Library reconfigurations totaled \$9025.00. To develop and present a design concept for exhibit space on the balcony is \$2015.00. To prepare detailed construction documents to allow the library to proceed with selected modifications would be \$32,000.00 (including quantum engineering).

A discussion was held on the above estimates. The conclusion was that the Committee would meet again and come back to the Board at the next meeting with a recommendation. It is to be kept in mind that we would like to limit spending and would also, if possible, meet with Bill Connor to answer some of our questions.

AD HOC STRATEGIC PLANNING COMMITTEE:

Bueno stressed the need for the members of the community to become involved with the committee members in developing strategic planning for the Library's future. The committee would like to receive names of persons in the community who might be willing and able to serve on this committee with the Board members. They will meet this Wednesday, the 23rd.

LEGISLATIVE COMMITTEE:

Fennelly distributed an article discussing the entry of NYSUT into a professional affiliation with NYLA. The article discussed the growth of unionization among libraries in New York City and on Long Island.

With the passage of this affiliation NYSUT promises to support the lobbying efforts of NYLA.

OLD BUSINESS:

None.

NEW BUSINESS:

Elman then made a resolution that the Library recognizes the continuing helpfulness of the Friends of the Library and will honor them at the upcoming meeting (this Wednesday, 23rd) with a special cake. The Resolution was approved unanimously by the Board.

Elman then made the **Motion**, seconded by Hirska, to leave the regular meeting and enter the Executive meeting to discuss a personnel matter. **Motion** passed unanimously and Executive Meeting was entered at 9:15p.m. At 9:45 there was a **Motion** to end the Executive Session and re-enter the regular. **Motion** was made by Rodger, seconded by Elman. **Motion** passed unanimously.

A **Motion** was then made by Rodger, seconded by Hirska, that the Finance Committee seek information regarding the services of a CPA and the associated costs, if any, and report back at the next Board meeting. **The Motion** passed unanimously. A second **Motion** was made by Rodger, seconded by Bueno, that the Policy

Committee be directed to establish a policy limiting an auditor to a 5 year consecutive term. The **Motion** passed unanimously.

At 9:50p.m., a **Motion** was made by Rodger, seconded by Thurston, to adjourn the regular meeting. **Motion** passed unanimously and the meeting adjourned.