

CLIFTON PARK-HALFMOON PUBLIC LIBRARY
Board of Trustees Meeting
April 21, 2008

PRESENT: Bueno, Coniglio, Curto, Elman, Fennelly, Golden, Hirsra, Otto, Robbins, Rodger, and Thurston. Also present were Jo Piracci, Kathy Adam, Joe Gaug, Attorney, and Bernie Grossman, Friends Board

ABSENT: None

Meeting was called to order at 7:18 pm.

MINUTES: A **Motion** was made by Rodger, seconded by Hirsra, to accept the March 17th minutes as sent. **Motion** passed unanimously. A **Motion** was then made by Elman, seconded by Fennelly to accept the minutes of the March 25th meeting. **Motion** passed unanimously. A third **Motion** was made by Rodger, seconded by Elman, to accept the minutes of the March 31st meeting. **Motion** passed unanimously. A fourth **Motion** was made by Bueno, seconded by Curto, to accept the minutes of the April 7th meeting. **Motion** passed unanimously. A fifth **Motion** was made by Fennelly seconded by Hirsra, to accept the minutes of the April 16th meeting. **Motion** passed unanimously.

There were no Public Comments, nor Board Comments.

TREASURER:

Treasurer Bueno reviewed the Receipts noting a drop in the 'Reserves' amount which reflects the new policy of not collecting funds to reserve popular items or borrow an item from another library.

Disbursements: There were questions asked regarding construction costs yet to be paid. It was decided to schedule a meeting of all parties concerned to summarize these items for everyone. **Motion** was made by Thurston, seconded by Hirsra to accept the March Treasurer's Report for audit. **Motion** passed unanimously.

REPORT OF THE FRIENDS:

Bernie Grossman reported the following for The Friends:

1. The two scholarships to be given by The Friends have been determined and will be announced at the Friend's Board meeting this Wednesday—the 23rd.
2. As previously announced. The annual Friends' Board meeting will be held on May 7th. Dave Golden will introduce the Board members present. The evening will feature entertainment by The Groove, a jazz group from Shenendehowa High School. Everyone is welcome.
3. The next Used Book Sale will be held May 16th-18th. On the 18th, from 2-4pm, The Friends will honor Jo Piracci's 22 years as Director of the Library with a reception.

4. On June 6-8, the Scholastic Book Fair will be held. As usual, it will be 'Buy 1, get 1 free.'

DIRECTOR'S REPORT

Jo reported for Claudia on technology developments:

The PIM (Personnel Inventory Manager) is enabling the staff to check book circulation for the process of collection development. They are also working with the Joint Automation, as a BETA site, to see how the machines could be even more effective.

Kathy Adam reported:

The employee handbook has been completed including the portion on sexual harassment policy. It will soon be ready for distribution.

On Fire and Safety procedures: Programs are being held to educate children and their parents on procedures in case of emergency in addition to monthly drills.

On the Reading Garden: The buzzer system (at the circulation desk), for access and regress, will be used this year in lieu of the ambassadors at the door.

Piracci highlighted the following from her report:

1. Circulation continues to rise, mostly in the AV material. We are gradually replacing the old video tapes with new DVDs.
2. Several articles were circulated from the local papers regarding special events at the Library, including the observation of 'Earth Hour' on March 29th from 4-5 pm. by turning off all lights at that time.
3. Les & Karen Gerhardt are to be thanked for their special donation to enable the Catskill Puppeteers to come to the Library for two presentations of "Hiawatha."
4. Kathy Adam gave a library tour to a local AARP group. It was mentioned that these tours are beneficial to Library-community relations as they bring in persons who do not necessarily visit the Library, showing them the many features we have.
5. Jo distributed a retirement letter of thanks to all members of the Board.
6. A 'thank you' note from JoAnn Robbins (for flowers sent during her recent surgery) was distributed.

COMMITTEES:

PERSONNEL:

Hirsa noted that the Personnel portion of next year's budget is essentially complete. A few issues remain to be discussed during the Executive session. The issue of additional Library hours will be addressed during new business.

LEGISLATIVE:

Thurston announced that this committee had met with the new Board member of The Friends. Ideas, as to promotion of the Library and getting more persons to come and vote, were suggested. Jo Gaug, attorney, said that Book Sales could be held then, but no 'give-aways' are permitted by state law.

POLICY:

It was brought up that two policies had never had formal Board approval. These were Policy #5.4, which stated the Calendar for the Board of Trustees, and #3.10, which stated the Appropriate Use of the Children's Room. Otto made the **Motion**, seconded by Elman, to approve Policy #5.4. **Motion** passed unanimously. Hirsra then made the **Motion** seconded by Elman, to approve Policy #3.10. **Motion** passed unanimously.

OLD BUSINESS:

The check for \$17,000 for the trail to be built as part of our site approval from the Town of Clifton Park, will be delivered this week.

NEW BUSINESS:

A discussion of Library hours was held. Treasurer Bueno noted that changing the closing hour from 8:30 pm to 9 pm represented minimal costs. A Motion was then made by Bueno, seconded by Elman, to extend the closing hours from 8:30 to 9 pm on Monday through Thursday, starting in the Fall of '08. (Friday evenings, the Library will continue to close at 6pm). **Motion** passed unanimously.

Other changes in extended hours will impact the budget much more extensively. A lengthy discussion was held on this. No conclusion was reached, but the Finance Committee will consider all comments and will present a proposed budget at the May '08 meeting.

Piracci reminded all of the upcoming SALS annual dinner on 5/19 at the Holiday Inn in Saratoga. RSVP by May 5th.

She also addressed the issue of closing the Library the entire July 4th weekend-from Friday, July 4th through Sunday, July 6th when summer hours begin. A **Motion** was made by Thurston, seconded by Curto, that this be done only as a one-time situation. **Motion** passed unanimously.

The issue of buying bottled water was presented. Bottled water is not ecologically sound as unrecycled plastic does not decompose readily. Therefore, it was suggested that we either purchase a water cooler or a small refrigerator for providing water during meetings. Piracci will obtain prices and bring them to the May meeting (May 12th).

Due to speaker availability, Staff Development Day will be held in two sessions in November.

A **Motion** was made by Hirsra, seconded by Rodger, to leave the regular session and enter into Executive Session to discuss personnel matters. **Motion** passed unanimously and Executive Session was entered at 8:45 pm.

A Motion was made by Robbins, seconded by Elman, to adjourn the Executive Session and return to the regular session at 9:45 pm. Motion passed unanimously. A **Motion** was then made by Bueno, seconded by Fennelly, to adjourn the regular meeting. **Motion** passed unanimously and the meeting was adjourned at 9:46 pm.