

CLIFTON PARK-HALFMOON PUBLIC LIBRARY
Board of Trustees Meeting

MARCH 17, 2008

PRESENT: Coniglio, Curto, Elman, Fennelly, Golden, Hirs, Otto, Robbins, Rodger, and Thurston. Also present were Jo Piracci, Kathy Adam, Claudia Hayes, Bernie Grossman for The Friends and Joe Gaug, Attorney.

ABSENT: Bueno

Meeting was called to order by President Golden at 7:22p.m.

AGENDA: No Changes. The Agenda was accepted as sent by common consent.

MINUTES: The **Motion** was made by Elman, seconded by Fennelly, to accept the February minutes as sent. **Motion** passed unanimously.

There were no Public Comments or Board Comments.

TREASURER:

In the absence of Treasurer Bueno, Jo Piracci reported. On Receipts-under Misc/Other items: a \$30 receipt represents money obtained from selling a few materials from the 'old' Library. On Disbursements: The amounts spent for utilities and fuel is over budget by approximately 5% as of February. On custodial supplies: Most of the budgeted amount has been already spent because of bulk ordering. As the new budget is planned, an increase in these two categories is anticipated. In the meanwhile, monitoring these items continues.

Some money spent from the Construction/ Misc budget reflects items like repair of the book drop and work done by Creatacor and Artforms. There are still a few items to be completed.

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

REPORT OF THE FRIENDS

Grossman reported the following for The Friends:

1. The Book Sale netted about \$7300.
2. May 7th is the Annual meeting. Dave Golden, Board President, will speak to the group. The next regular meeting is March 26th. Linda Fennelly will attend.
3. The Scholarship program is underway. One recipient will be a Shenendehowa senior and the second recipient will be a senior who resides in the Clifton Park-Halfmoon Library district and may be

someone who is home schooled. Arrangements are being made to present the scholarships at the annual Shenendehowa Awards night.

DIRECTOR'S REPORT

Claudia Hayes gave the following Technology update:

1. The new server is running well. The IT staff is still busy working on maintenance and recycling the old machines.
2. The Cybrarian system is working well with all public computers in use approximately 44+% of the time. (This does not include the classes.) About 1300 persons used the Internet during the month of February.

Kathy Adam then gave the Public Service report:

1. Last weekend, the West Sand Lake Library Director came to look at our Library set-up and was very complimentary about the facility. She was impressed with our system and what we are doing with The Friends group.
2. SALS will be sponsoring a meeting here in the fall where local groups can get together to share what is being done with Friends groups. Hopefully this can develop into several meetings of this type per year.
3. Kathy and Gail Winters will soon attend a PLA(Public Library Association) meeting in Minnetonka, MN (near Minneapolis).
4. Ginny Boland has returned from sick leave and has been a big asset in the historical section. In addition to Ginny's hours, John Scherer, the town historian, will also have weekly hours.
5. In the fall, training sessions for ESL(English as a Second Language) will be held here over the course of several weeks.

Jo Piracci highlighted the following items from her report:

1. A local author, Colleen Murtagh-Paratore has acknowledged the Clifton Park-Halfmoon Library in her book "Willa by Heart". A copy from the acknowledgement page was circulated.
2. The "green touch" screen is now operational with "live" data.
3. An informational sign is being installed for the parking area, directing patrons to the handicapped parking spots, the book drop, and main parking areas.
4. The Finance Committee met last week to start working on the new budget for the coming year. The question arose as to what the plans are for any changes to be made to open hours as might be indicated by the recent survey. A chart showing the costs involved was circulated.
5. On May 19th SALS will celebrate its 50th anniversary. As part of the celebration, Nancy Perl will do four presentations to librarians on adult and children's services. Two of these programs will be held at our Library.

6. Note the new graph format on the report on the monthly collection.
7. Note also the large numbers in attendance at the library programs and the positive comments received on the same.

COMMITTEES:

Goals set by the various committees were mailed. It was announced by Chairman Thurston that the Legislative Committee would meet on April 1st.

PERSONNEL:

Rodger reported on the Interview Process for a new Library Director. An interview form has been created for the in-person interviews. From the candidates applying, the Committee has narrowed the search to three persons—one from Toronto, Canada, one from St. Louis, MO and the third from Walla Walla, WA. These three will be granted one day personal interviews: March 25th, March 31st and April 7th. They will come to visit our community for one day—meet with the Director, Department Supervisors, other Staff members, The Friends, and then with the Board in the evening for a question and answer interview. A list of questions, which are and those which are not permissible to ask, will be distributed.

At the conclusion of all interviews, the Committee will again meet to determine the most eligible candidate.

OLD BUSINESS:

The option to join the New York State Deferred Compensation Plan has been reviewed by Attorney Joe Gaug and found acceptable. The **Motion** was made by Rodger, seconded by Thurston, to adopt the following resolution: WHEREAS, the Clifton Park-Halfmoon Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for the voluntary participation of all eligible employees; and WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Clifton Park-Halfmoon Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement; it is hereby RESOLVED, that the Clifton Park-Halfmoon Library hereby adopts the Plan for the voluntary participation of all eligible employees. **Motion** passed unanimously.

Reserve Procedure change: The **Motion** was made by Elman, seconded by Rodger, to eliminate the \$.25 charge for a request for popular items or to borrow an item from another library. **Motion** passed unanimously. In order to educate patrons concerning this change, a sign will be placed on the front desk.

Personnel Handbook: This was reviewed by our Attorney Joe Gaug and found to be in order. As Chairman of the Policy Committee, Elman made the **Motion** that each employee should be given a Personnel Handbook, which should include the policy on

Sexual Harassment. All Staff will be required to sign an acceptance form when they receive their copy of the Handbook. **Motion** passed unanimously.

NEW BUSINESS:

Safe Routes to School Program for the Shenendehowa School District: In response to a request from school Superintendent, Dr. Robinson, a **Motion** was made by Rodger, seconded by Thurston, to send a letter expressing the Board's support of the School's application for the Safe Routes to School Program being implemented by the New York State Department of Transportation.

Motion passed unanimously.

Elman reminded all Trustees of the Trustee Institute program to be held in May. The program will feature a number of our personnel. The Library pays the registration fees and the dinner as part of the continuing education program.

Piracci mentioned that additional shelving is badly needed. In response to the request for additional shelving, a **Motion** was made by Thurston, seconded by Curto, to authorize the expenditure of money up to \$45,000 from the original construction budget, for shelving needed. **Motion** passed unanimously.

A **Motion** was made by Curto, seconded by Elman, to leave the regular session and enter the Executive Session for the purpose of discussing personnel matters. **Motion** passed unanimously and Executive session was entered at 8:50p.m.

A **Motion** was made by Thurston, seconded by Robbins, to adjourn the Executive Session and return to the regular session at 9:05p.m. **Motion** passed unanimously.

A **Motion** was then made by Rodger, seconded by Fennelly, to adjourn the regular meeting. **Motion** passed unanimously and meeting was adjourned at 9:06p.m.