

MINUTES OF BOARD MEETING

January 17, 2013, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Duprey, Fish, Griffin, Longbottom, Widrick

Excused: McRoberts, Small, Webster

Staff: Miller, Young

Guests: Mark Boyer, Brian Kidwell

1. **Call to order:** Meeting was called to order at 4:07 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Widrick (Griffin) moved to accept the minutes of the December meeting.*
4. **Statistical Report & Financial Report:** Reports were presented. Miller said he was still hopeful that we will have ended 2012 in the black, however he is waiting for the final numbers, including health insurance numbers, from the City. Restarting of Music and Movement, which has become popular again, has helped to boost the juvenile circulation. *Fish (Widrick) moved to approve December expenditures. Unanimously approved.*
5. **Director's Report:** Report was presented.
 - a. **Rooms for rent:** The Board went over the policies and forms for "renting" three rooms: the auditorium, the boardroom and the local history room. The rates are comparable to the Dobisky Center and only apply to private use. Public use of the rooms is still free.
 - b. **Reducing costs:** Changing the company we use for transferring the newspaper to microfilm should save about \$500. A major reevaluation of the magazine subscriptions has resulted in eliminating 15 titles that were little used. Some of the book review journal costs are now being covered by Central Library money as they are used to select non-fiction materials purchased with Central Library monies. Miller will be using some of the funds remaining in a previously obtained grant to cover children's subscriptions.
 - c. **Staffing:** A work-study student from SUNY Canton has been providing homework help. An increasing number of libraries are instituting this kind of program. Also, for our Children's Librarian, the Civil Service Exam notice has been posted with an application deadline of January 31.
 - d. **USDA Grant:** The grant program is undergoing change and Miller was asked to submit a report on his experience with the program to Rep. Bill Owen's office for transmittal to the Department of Agriculture. Owens became interested after

using the Library for traveling office space. As a result, the Washington, D.C. office has contacted Miller and let him know that the cap on the amount of grants would be increased from \$5,000 to \$25,000 at the national level, making this a viable option once again depending upon what decisions are made at the state level of USDA once a federal budget for their fiscal year that began last October is adopted. There are also low-interest loan possibilities with that program.

6. **Adult Services Librarian Report:** Young presented her work on obtaining a Sparks! Grant that would allow the Library to begin to move from barcodes to a RFID system. We would be the first in the North Country to do this. The \$25,000 grant, if we are awarded it, would pay for about half the RFID microchips needed to tag our books and other materials and the cost of two work stations needed to connect the unique identifier information on the chip with the online catalog database. Full implementation of an RFID system will allow use of a self-checkout machine. Because we are the first in the region, we will be acting as a pilot project for other libraries in the area and smaller libraries generally, which we believe makes us a strong candidate for this and other grants. The total cost to convert and fully implement will be \$50,000 to \$90,000, but it can be done incrementally and we would be able to “pay as we go.” We would begin by tagging the adult fiction and teen book sections. Piche expressed concern that this technology could become outdated rapidly. Miller responded that it is hard to tell with technology, but this is the way libraries are moving now and it is being used in other industries like retail.
7. **President’s Report:** The Alternate Funding Models outlined by Miller were briefly discussed. Piche suggested the Board plan a retreat where they could be discussed in a more in-depth way. The Board agreed and a retreat will be scheduled for tentatively before the end of March.
 - a. **Buildings and Grounds:** Duprey, chair, McRoberts and Griffin. No report
 - b. **Policy/Personnel:** Small, chair, Webster and Piche. No report
 - c. **Finance:** Fish, chair, and Widrick. Committee will meet 4 p.m. Jan. 31 with our fund advisor. *Fish (Duprey) moved to reappoint Pinto, Mucinski, Hooper and VanHouse as auditors at \$3,900. Unanimously approved.*
 - d. **Ad Hoc Committee:** An Ad Hoc Committee to discuss Library Programming has been formed. The members are: Griffin, chair, Lauren Gilmour and Stephanie Young.
8. **Old Business:** None

9. **New Business:** None

Meeting adjourned to closed session at 4:55 p.m.

Meeting called back into open session at 5:02 p.m. No report

Meeting adjourned at 5:04 p.m.

Respectfully submitted by

Amee M. Longbottom, Secretary