

MINUTES OF BOARD MEETING

September 19, 2013, in the Library Conference Room, Cathy Piche presiding.

ATTENDANCE:

Trustees: Piche, Duprey, Fish, Griffin, Small

Excused: Webster, McRoberts, Widrick

Staff: Miller, Young

Guest: None

1. Call to order: Meeting was called to order at 4:16 PM.

2. Public Comments: None

3. Disposition of Minutes of Previous Meeting: Duprey (Fish) moved to accept the minutes of the June meeting. Unanimously approved.

4. Statistical Report & Financial Report: Reports were presented.

Discussion:

Should co-sponsored programming be counted in monthly statistics?

Explanation of the e-Rate program for telecommunications discounts.

Use of donations to cover advertising costs in lieu of the city budget.

Small asked if those who donate money and items are set thank-you notes for donations.

Miller answered yes, and provided examples.

Small (Fish) moved to approve June-August expenditures. Unanimous.

5. Director's Report: Report was presented.

a. NNYLN grant award letter

b. Community Seed toolkit from Cliff-Barr Foundation and High Mowing seeds grant for planned Seed Library. Board suggested tying various sorts of horticultural programming into the Seed Library project.

c. Central Library Survey - done on our own initiative, to supplement the more general survey done by the system and to spread awareness of the services that Central Library moneys provide.

d. Travel Channel visit - *The Dead Files* in Pierrepont - concerns raised about potentially signing away rights to some of our archival material (and not getting paid) perhaps outweighed by the "cool factor." Duprey feels that consequences for our possession rights would be minimal, and good publicity for us. Piche & group agreed, and asked Miller to pursue the request.

e. Friends of the Library fall book sale dates are set for November 7, 8, 9, and 16.

f. NCLS study committee

Largest question that arose: what are obligations of members to each other and to the system? A Memorandum of Understanding is currently being formulated

g. Cookbooks are here

h. Construction bids - Two bids received. Low bidder will cost 50% more if we must pay prevailing wage. Awaiting ruling on prevailing wage from DOL in Albany

6. Chairman's Report:

a. Strategic Plan

Do we need focus groups to draw on input from other segments of the population?

Formulated a plan with a formal structure to the questions. Focus groups will be absent all members of the library staff. Piche will work with Miller, with a target to complete this activity by the end of December.

7. Committee Reports:

a. Buildings and Grounds: None

b. Policy/Personnel:

Requested executive session re. contents of earlier committee meeting

Do we/should we have a policy manual in addition to the trustee manual and employee contracts? Much of that is covered by city code – Small proposed having our own to distinguish us as an entity, which would help the director’s efforts to find us grant financing as previously discussed.

c. Finance:

The value of the General Endowment has bounced back since 2008. The city manager asked about increasing the annual withdrawal to pay more of our own costs.

Did not meet, but had electronic communications and agreed to recommend increasing endowment contribution amount to city for our budget

Recommended increase to \$21,000 from the General Endowment (in addition to the \$6280 annual contribution from the Mahoney Fund). Fish (Duprey) Unanimous.

d. Programming:

Discussed bringing on additional members to the committee from the community

Griffin has already added two (Bonnie Wright and Janna Norris). Miller has suggested people from various key groups such as the media, schools, seniors, organizations serving children, and he suggested a couple of names in each category.

Question: Might any other additions be occasional members – not formally on the committee, but for special focused meetings as needs warrant?

8. Old Business: None

9. New Business: None

10. Motion to enter Executive Session to discuss the employment history of an individual was made at 5:37 (Small, Duprey)

10. Meeting adjourned at 6:30 PM.

Respectfully submitted by

Stephanie Young, Adult Services Librarian