

Minutes
Gates Public Library
Board of Trustees
December 8, 2010

Present: Peter Derry, President; Kirk Kettinger, Vice President; Amy Gardner; Neelima Gokhale; Paula LaManna; Bob Renehan; Linda Tribotte; Mark Assini, Supervisor; Karen Kase-McLaren, Director

I Meeting was called to order at 7:02 p.m. by President Derry

II Agenda Changes: Add to item X, f. Election of 2011 Officers and under item XIII, a. New Construction Scoping Session.

Director Kase McLaren presented to the board floor plans of the two stories of the new library building. She informed them that the plans were not the final plans but wanted the board members to see how things were progressing.

III Visitors' Comments: Library Clerk, Donna Andolina, invited all Board members to the library's 50th Anniversary Gala that will be held all day 1/3/11. She also asked for volunteers to help out at some of the programs scheduled for the day. Visitor, Susan Swanton, presented to the Board a final draft of the book, *The History of the Gates Public Library*, which she was instrumental in publishing. Copies should be available for purchase before the end of the year.

IV Supervisor's Comments: Supervisor Assini reported that the Rochester Christian Church Ministries (RCCM) has donated \$10,000 to the library for the new building construction. He also would like to have a grand opening one evening after the new library has opened, hopefully in the month of April, 2011.

V President's Comments: Mr. Derry commented that he would like to see a weeding blitz done each year by the librarians. He would also like to know if there is a way to measure 'the age of the collection' and when a book is no longer relevant. He also stated that he would, in the future, like to have Skype on public access computers.

VI Correspondence: Several pieces of information was presented and made available for board perusal.

VII Approval of Minutes: A motion to approve the November 17, 2010 minutes was made by Bob Renehan, seconded by Kirk Kettinger and motion carried unanimously.

VIII Approval of Personnel Report: None required.

IX Financial Review:

a. Approval of Financial/Year to Date/Budget Projection Reports: A motion to approve the financial reports was made by Kirk Kettinger, seconded by Linda Tribotte and motion carried unanimously.

b. Approval of Transfers: None required.

c. Approval of Bills to be Paid: A motion to approve claims #376-398, accounts payable claims #21917, 21918 and 21934, including payrolls #24 & 25 for a total of \$67,434.43 was made by Neelima Gokhale, seconded by Paula LaManna and motion carried unanimously.

X Items Requiring Board Action:

a. Approval of 2011 Wages: Ms. Kase McLaren presented the 2011 wage increases for full time staff per approved union contract. Full time staff will receive a 2.65% increase over 2010. A motion to approve the requested wage increases was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.

b. Appointment of 5 year term: The term vacancy of a previous board member was filled by trustee, Kirk Kettinger, which ends on 12/31/10. Mr. Kettinger is eligible to serve his first five year term for the library board. A motion to approve the appointment of a five year term, 1/1/11-

12/31/15, for Kirk Kettinger was made by Linda Tribotte, seconded by Bob Renehan and motion carried unanimously.

c. Approval of Revised NYS Construction Grant: Revisions to the 2nd phase of the construction grant was needed due to the additional 2200 sq. ft. addition to the new library building. A motion to approve the revision presented was made by Bob Renehan, seconded by Neelima Gokhale and motion carried unanimously.

d. Approval of Amendment to MCLS Cost Shares for 2011: Ms. Kase McLaren presented the documentation for the increase in the Gates Library cost shares to help MCLS cover a \$64,000 deficit. The increase for the library will be from \$31,045 to \$33,229. A motion to approve the increase of \$2184 to the library's 2011 cost shares to MCLS was made by Kirk Kettinger, seconded by Neelima Gokhale, with Linda Tribotte and Paula LaManna in favor and Amy Gardner and Bob Renehan not in favor. Motion carried. A decision will be made later in 2011 as to where the increase in money will be taken from in the budget.

e. Approval of Closings for Circulation System Upgrades: Ms. Kase McLaren reported that the Monroe County Library System will be closed for public use May 27-May 30 to do a system upgrade. There will be no library services or support to any library. After some discussion, a motion to approve the closing of the library on May 27 and May 28 for the system upgrade was made by Paula LaManna, seconded by Amy Gardner and motion carried unanimously. The library is not open on Sunday, May 29 and closed Monday, May 30 for the Memorial Day holiday.

f. Election of Officers:

For President, a motion to nominate Peter Derry to president for the term of 1/1/11 – 12/31/11 was made by Bob Renehan, seconded by Kirk Kettinger and motion carried unanimously.

For Vice President, a motion to nominate Kirk Kettinger for Vice President for the term of 1/1/11 – 12/31/11 was made by Linda Tribotte, seconded by Paula LaManna and motion carried unanimously.

For Secretary, a motion to nominate Paula LaManna as secretary for the term of 1/1/11 – 12/31/11 was made by Amy Gardner, seconded by Linda Tribotte and motion carried unanimously.

XI Reports: All reports were accepted as written, including a. Special Reports, 1. Report on NYLA by Mary Jo Smith, Children's Librarian.

XII Items for Board Discussion:

a. IT presentation for new building: At this point of the meeting, Internet Librarian, Cathy Carstens and Director of IT for the Town, Tom Potucek, presented a brief power point presentation on the computer system that will be designed between the library, the town and MCLS. Mr. Potucek requested that final drawings are needed as soon as possible so that he can work with the developer on placing the electrical outlets, cabling and more.

b. Board Committees: Those committees commented on –

2. Friends: No meeting will be held in December. The holiday book sale will be 12/17 & 12/18.

9. Building Planning: Ms. Kase McLaren reported that subcommittees are being formed.

10. Building Funding: Mr. Kettinger presented the final draft of the fund raising brochure for the board to review one final time.

XIII Items of Information: Ms. Kase McLaren reported that the New Construction Scoping Session will be held at the library on Tuesday, December 14 at 1 p.m.

Having no further business to discuss, a motion to adjourn the meeting was made by Bob Renehan, seconded by Kirk Kettinger and motion carried unanimously. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Sandra Kilbury
Recording Secretary