

Minutes
Gates Public Library
Board of Trustees
July 21, 2010

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

Absent: Kirk Kettinger

Visitors: Terry Bietry, Mark MacIntee, Mary Jo Smith, Susan Swanton

I Meeting was called to order at 7:10 p.m.

II Agenda Changes: Items under V should read:
b. Retirement of Debbie Shanker

III Visitors' Comments: Mary Jo Smith commented on the job description for a full time Children's Librarian brought before the Board. The Board will not be approving but looking at job description. Susan Swanton requested the 2009 Annual Report. Regarding new building proposal, she had questions about increase of linear shelving, increase in seating, responsibility for maintenance and Triple Net Charges, need for additional staffing, the cost of and Friends involvement in move. Mark McIntee commented that the Board does not have all the facts to vote on new building. Supervisor Assini stated that the costs are all laid out.

IV Supervisor's Comments: Supervisor Assini further commented on Mr. McIntee's concerns. September 10th is the deadline to begin using library construction grant. He commended staff contributions to new layout.

V Correspondence: Ms. Kase McLaren commended the Facebook committee. 200 fans have joined so far. Ms. Kase McLaren comment that there have been various newspaper articles concerning the Library.
a. Summer Reading Grant Payment. Grant voucher signed by President Derry.
b. Circulation Services senior clerk Debbie Shanker is retiring on August 13, 2010 after 25 years of service.

VI Approval of Minutes: A motion to approve the June 16, 2010 minutes was made by Mr. Renehan, seconded by Ms. Gokhale and motion carried unanimously

VII Approval of Personnel Report: A motion to approve the July 2010 Personnel Report was made by Ms. La Manna, seconded by Ms. Tribotte and motion carried unanimously.

VIII Financial Review:
a. Approval of Year to Date/Budget Projection Reports: A motion to approve the submitted reports was made by Linda Tribotte, seconded by Bob Renehan and motion carried unanimously.
b. Approval of Transfers: None required.
c. Approval of Bills to be Paid: A motion to approve claims #156-190, accounts payable claims, #21767-21770 and #21791-21794, including payrolls #11 and 12, for a total of \$87,251.28, was made by Ms. LaManna, seconded by Ms. Gokhale and motion carried unanimously.

IX Items Requiring Board Action:
a. Approval of Action on Salvaged Equipment: A motion to approve this action was made by Amy Gardner, seconded by Bob Renehan and motion carried unanimously.
b. Approval of 2010 Library Board Goals: Mr. Derry will email 2010 Library Board goals to trustees. Approval is tabled at this time. Mr. Derry added that the goals include visitors having increased exchanges, increased comfort level for staff at Board Meetings, gathering and presenting data.

c. Approval for Relocation of GPL to Elmgrove Crossings Site: Mr. Derry presented the options for future of Gates Public Library. Ms. Gokhale asked who was responsible for the utilities. Supervisor Assini stated that the utilities will be paid by the Developer, as are the taxes. Discussion ensued. There was a request for approval to relocate library to Elmgrove Crossing site into a new building designed to library specifications with 22,000 square feet assignable space and leased for 15 years. A motion to approve this action was made by Ms. LaManna, seconded by Mr. Renehan and motion carried unanimously.

d. Approval for Application for 2010-2011 NYS Library Construction Grant: Ms. Kase McLaren presented a plan to apply for year two of the NYS Library Construction Grant. The award from the grant typically will be under \$100,000 and notification may take several months. A motion to approve this action was made by Mr. Renehan and seconded by Amy Gardner, motion carried unanimously.

- X Reports: All reports accepted as submitted, including a special mention from Ms. Kase McLaren commending staff for involvement with reception for unveiling of past Director portraits and to commend the Town Supervisor for his support of the Library. Ms. LaManna was impressed with school visits and commented on amount of programs.
- a. Special Reports: Ideas 'n' Authors Program Evaluation by Heidi Jung. President Derry thanked Heidi. He stated that he enjoyed hearing the feedback and it is a terrific model.
- b. Weeding plan for move of Collection. A synopsis of what is being done in each area was presented. Goal is to have collection ready to move in 4-6 months. It will be a massive effort stated Ms. Kase McLaren. Mr. Derry wondered if there was any goal for reduction. Ms. Kase McLaren stated weeding up to 30% in Adult, and 10% overall. VHS tapes will be being reduced. In Reference staff is looking at a large reduction.

XI Items for Board Discussion:

- a. Discussion (and approval) of Librarian I position for Technical Services/Special Projects: Ms. Kase McLaren presented a proposal to restructure the supervisory position in Technical Services from Senior Library Clerk to Librarian I job title. Goal is to improve service without increasing or reducing staff. Much discussion ensued. A motion to approve the job title was made by Ms. La Manna and seconded by Mr. Renehan , motion carried unanimously.
- b. 2011 Budget: Ms. Kase McLaren presented proposed 2011 budget. Figures subject to change following Union negotiations on August 10th. Mr. Derry and Ms. Gardner commented that they would like to see staff development increased.
- c. Board Committees: Those committees commented on -
- 2. Friends: Ms. Gardner reported that there was no July meeting. Booksale going on currently, volunteers are needed.
 - 6. Budget: Ms. Tribottee reported many emails, meetings, conversations taking place.
 - 8. Technology: Two new computers for the public were set up.
 - 9. Building Planning Committee: Ongoing

XII Items of Information:

- a. Magazine in Joel-Peter Witkin Exhibition: A New York Times Magazine was donated for an Eastman House Exhibit. The Exhibit opens on July 24th.

Having no further business to discuss, a motion to adjourn the meeting was made by Mr. Renehan, seconded by Ms. LaManna and motion carried unanimously. Meeting adjourned at 9:04 p.m.

XIII Executive Session: to discuss personnel issue. A motion made by Mr. Renehan to adjourn at 9:41, and seconded by Ms. Gardner, motion carried unanimously.

Respectfully submitted,

Linda Ianni
Acting Recording Secretary