

Minutes
Gates Public Library
Board of Trustees
November 17, 2010

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

Absent: Linda Tribotte

Visitors: Gail Renehan, Terry Bietry

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

II Agenda Changes: Add –
IX d: Hiring of Architect and Engineer for Amount Not to Exceed \$3,000
X b: Insurance Estimate for Value of Materials
XI a. Security Cameras in New Building

III Visitors' Comments: Ms. Bietry questioned the Board on the changes requested for donations and book sale. President Derry responded that many books after the sale went to different organizations. The storage room in the town hall meeting room has been reduced and meets fire code. The space in the library's meeting room has been designated to 100 sq. ft. maximum.

IV Supervisor's Comments: Supervisor Assini reported that he has spoken with a Ms. Saratore in Albany regarding the grant money for the new building. The library should have an answer within 2-4 weeks. Library State Aid is still in question for all libraries. In regards to the library's 50th anniversary celebrations, the Supervisor would like to see a two-fold celebration: the 50th anniversary along with the grand opening of the new library. Supervisor Assini will meet with the library's anniversary committee to discuss options. In regard to the new building, Supervisor Assini stated that the library needs to begin ordering the items that have a long lead time as soon as possible. Director Kase McLaren reported that she received assurances from furnishings company, Creative Library Concepts, that the library has till the end of the year to safely order long lead items.

New Agenda Item: President's Comments:

President Derry spoke to the board members stating that the group needs to think strategically. He stated that the collection has 'ruled' and that with the new library we need to consider the importance of patrons with respect to space, seating, and how to keep patrons coming to the library.

V Correspondence: Director Kase McLaren reviewed items with Board and made available for their perusal. She received approval of the library's application for NYSERDA's New Construction Program.

VI Approval of Minutes:

- a. A motion to approve the October 20, 2010 minutes was made by Paula LaManna, seconded by Bob Renehan and motion carried unanimously.
- b. A motion to approve the October 26, 2010 Special Meeting was made by Neelima Gokhale, seconded by Bob Renehan and motion carried unanimously.

VII Approval of Personnel Report: A motion to approve the November Personnel Report was made by Amy Gardner, seconded by Kirk Kettinger and motion carried unanimously.

VIII Financial Review:

- a. Approval of Financial/Year to Date/Budget Projection Reports: A motion to approve the reports submitted was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.
- b. Approval of Transfers: None required.

c. Approval of Bills to be Paid: A motion to approve claims #342-375, accounts payable claims #21885-21888, #21913-21916, including payrolls #22 and 23, for a total of \$93,471.19 was made by Paula LaManna, seconded by Neelima Gokhale and motion carried unanimously.

IX Items Requiring Board Action:

a. Approval of 2011-2013 Union Contract for Full Time Staff: Director Kase McLaren reviewed the changes for the new contract. Some changes are three additional paid holidays (Columbus Day, Martin Luther King Day and Veterans Day), an increase in the flexible spending account and an improved longevity bonus scale. Trustee LaManna commented that item 4.2 maintaining FT staffing levels should not be in the contract. A motion to approve the 2011-2013 union contract was made by Amy Gardner, with Neelima Gokhale, Kirk Kettinger, and Bob Renehan saying yes, and Paula LaManna stating no, motion carried.

b. Approval of the 2011 Hours of Service: Director Kase McLaren presented the hours of service for 2011. Library hours will continue to remain the same as they are currently. Ms. Kase McLaren reported that there may be additional days closed on the Memorial Day holiday weekend as the county library system upgrades to a newer software program. A motion to approve the 2011 hours of service was made by Paula LaManna, seconded by Kirk Kettinger and motion carried unanimously.

c. Revised 2011 Budget: Director Kase McLaren reported that due to the changes in health care costs to the town and the 2.65 % increase in wages for full time staff (3% was originally approved in August by the Board) there was a reduction in the amount originally requested from the town for the library. A motion to approve the revised 2011 budget was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.

d. Approval to hire architect and engineer: Director Kase McLaren presented request to the board. Due to the library's approved application for New Construction Program, it is eligible for assistance with energy saving measures. Through NYSERDA, a meeting will be held with an architect and engineer to determine the library's desired scope of work and cost of the proposed work for our review and approval. The cost for the architect and engineer is not to exceed \$3000. After some discussion a motion to approve the hiring of an architect and engineer, with the costs not to exceed \$3000, was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.

X Reports: All reports accepted as written, including Special Reports a. Weeding Status and b. Insurance estimate on library materials. In regards to the insurance estimate, the director reported that the previous estimated replacement amount was 1 million, but the new estimated value for replacement is over 4 million.

XI Items for Board Discussion:

a. Security Camera Placement in new building: Ms. Kase McLaren presented a report to the trustees on security cameras, their placement and privacy implications. Board agreed that cameras are a deterrent to some. Ms. Kase McLaren will speak with the police department to further discuss this issue.

b. Configuration of IT in new building: The Town's IT person was not available to report on this at this meeting.

c. Board Committees: Those commented on –

1. Town Board: Mr. Renehan reported that the budgets for all town departments passed.

2. Friends: Director Kase McLaren reported that Wish List was approved per the librarians' requests. This request includes \$3000 for the 50th anniversary celebration. The Holiday Book Sale will be 12/17 and 12/18.

10. Building Funding: Trustee Kettinger presented a final draft of the fund raising brochure.

Having no further business to discuss a motion to adjourn the meeting was made by Bob Renehan, seconded by Amy Gardner and motion carried unanimously. Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Sandra Kilbury, Recording Secretary