

Minutes
Gates Public Library
Board of Trustees
September 15, 2010

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

Absent: Paula LaManna

I Meeting was called to order at 7:00 p.m.

II Agenda Changes: Remove item IX b and item XI a. Item XI a. is now "Discussion/approval to modify NYS Construction Grant"

At this point of the meeting, Brodart representative, Yvonne Derr, gave a short presentation of what her company can provide for us if chosen as the consultant for the interior design of the new building. Following her presentation, Trevor Harrison of HBT Architects, gave a short presentation on his company's services in regards to interior design for the new building. The Board members were very appreciative of their time and information.

III Visitors' Comments: No comments.

IV Supervisor's Comments: Supervisor Assini stated the lease for the new building has been executed. A copy will be sent to the Board President. The first stage of the NYS Construction Grant has been approved for the relocation to Elmgrove Crossings. The second stage of the grant has been submitted. This part is for furnishings, equipment, and fixtures. Mr. Assini stated that no other library has submitted an application for this grant which means that the library can possibly ask for more money as long as the library can still match the amount granted.

V Correspondence: Ms. Kase McLaren presented some items and made available for Board perusal.

VI Approval of Minutes: A motion to approve the August 18, 2010 minutes was made by Bob Renehan, seconded by Neelima Gokhale and motion carried unanimously.

VII Approval of Personnel Report: A motion to approve the September 2010 Personnel Report was made by Linda Tribotte, seconded by Bob Renehan 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 Kirk Kettinger, seconded by Bob Renehan and motion carried unanimously.

b. Approval of Transfers: Transfer requests were submitted. A motion to approve the submitted transfers was made by Amy Gardner, seconded by Linda Tribotte and motion carried unanimously. The transfers are: \$5880 from L-9060-8000 (Hospitalization) to L-7413-4250 (Subscription Adult) + \$3924; to L-7418-4250 (Subscription Electronic) + \$830; to L-7419-4250 (Standing Orders) + \$205; to L-7413-4850 (Programming Director) + \$301 and to L-7419-4300 (Supplies Technology) + \$620.

c. Approval of Bills to be Paid: A motion to approve claims #264-293, accounts payable claims #21843-21844, #21847-21848 and #21862-21863, including payrolls #17 and 18, for a total of

\$88,115.20 was made by Linda Tribotte, seconded by Neelima Gokhale and motion carried unanimously.

IX Items Requiring Board Action:

a. Approval of MCLS Electronic Records Retention Policy: Ms. Kase McLaren presented the policy on computer use log retention to the board. The MCLS board as well as other town boards has already approved this policy. It states that there is no law that requires the library to keep information for a specific length of time. The clause, “purges personally identifiable information at the end of each business day” was removed from the policy statement. A motion to approve the MCLS policy on computer use log retention was made by Linda Tribotte, seconded by Bob Renehan and motion carried unanimously.

b. Approval of consultant selection process for furnishing and design of library interiors: Director Kase McLaren presented a timeline to the board for the submission of proposals from candidates. A motion to approve the process submitted, as well as adding the date of September 29, 2010 for a special library board meeting to approve the recommendation of the consultant, was made by Bob Renehan, seconded by Amy Gardner and motion carried unanimously.

c. Approval of staff training day closing: Director Kase McLaren presented a proposal for a day of staff de-cluttering training and cleaning. After some discussion a motion was made for the approval of staff training and closing for cleaning when the Director feels is necessary was made by Bob Renehan, seconded by Linda Tribotte and motion carried unanimously.

d. Approval of fundraising brochure: The design of the brochure is still in draft form and will be presented to the Board once completed.

e. Approval to increase the amount requested for the second stage of the NYS Construction Grant: After some discussion a motion to increase the grant request amount by no more than \$75,000 was made by Bob Renehan, seconded by Amy Gardner and motion carried unanimously.

X Reports: All reports accepted as written including, a. Special Reports: 1. Adult Summer Reading Program by Nancy Blanda; 2. Teen Summer Reading Report by Heidi Jung; 3. Children’s Summer Reading Program by Mary Jo Smith and 4. Construction Time Table.

XI Items for Board Discussion:

a. Board Committees: Those committees commented on –

2. Friends: Book sale in July netted around \$2,000. The next sale is October 28- November 1. Money from the ongoing book sale in the library has netted \$768 from June – August. After the Summer Celebration in June, \$150 from Rick’s Prime Rib restaurant was donated to the Friends.

Having no further business to discuss, a motion to adjourn the meeting was made by Bob Renehan, seconded by Linda Tribotte and motion carried unanimously. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Sandra Kilbury
Recording Secretary