

Minutes  
Gates Public Library  
Board of Trustees  
April 20, 2011

Present: Peter Derry, President; Kirk Kettinger, Vice President; Amy Gardner; Paul Marlin; 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: Under X, add a. Approval for outside sign and b. Security Gate
- III Visitors' Comments: Visitor Susan Swanton volunteered her help with writing thank you's to donors if needed. Paula Blackburn, new Adult Services Librarian, introduced herself to the Board.
- IV Supervisor's Comments: Supervisor Assini reviewed his timeline with the Board for the new building project, noting dates for much of the construction of interior shelving and carpeting.
- V President's Comments: President Derry stated his thoughts about e-books and their affect on the future of libraries, noting the other members of the board and staff should be aware as well.
- VI Correspondence: Ms. Kase McLaren noted the library brochures for the month and an article in the Democrat & Chronicle newspaper.
- VII Approval of Minutes: A motion to approve the March 16, 2011 minutes was made by Bob Renehan, seconded by Amy Gardner and motion carried unanimously.
- VIII Approval of Personnel Report: No report this month.
- IX 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 Kirk Kettinger and motion carried unanimously.
  - b. Approval of Transfers: None required.
  - c. Approval of Bills to be Paid: A motion to approve claims #58-82, accounts payable #22018-22019, 22035-22038, 22040-22041, including payrolls #7 and 8 for a total of \$82,992.06 was made by Linda Tribotte, seconded by Bob Renehan and motion carried unanimously.
- X Items Requiring Board Action:
  - a. Approval of outside sign: Director Kase McLaren presented the proposal from Skylight Signs to construct an 18" tall internally illuminated, raceway mounted sign with custom fabricated channel letters. Board reviewed proposal and a motion to approve the submitted proposal, with the cost not to exceed \$5945, was made by Bob Renehan, seconded by Paul Marlin and motion carried unanimously.
  - b. Security Gate: The board reviewed the submitted quote from Bill Muenkel of 3M for the security gate at the new library entrance. A motion to approve the purchase and installation of the Strata single corridor, oak finish gate at a cost not to exceed \$10,718.05 was made by Bob Renehan, seconded by Paul Marlin and motion carried unanimously.

- XI Reports: Director Kase McLaren reported on reports submitted stating that the library has been busy with building planning and fundraising. A new part time librarian has been hired. She also noted that Internet usage is up as well as circulation. All reports accepted as submitted, including Special Report: Report on Ebooks Training and Overdrive Catalog by Cathy Carstens and Susan Saylor.
- XII Items for Board Discussion:
- a. Timeline for building project: Ms. Kase McLaren presented her timeline which corresponds with the timeline presented by the supervisor.
  - b. Bookstore Proposal: Proposal was presented by Susan Swanton. She stated that she and Tom Bober have worked together setting up the bookstore proposal. Ms. Swanton stated that the bookstore proposal/operation should be included in the booksale agreement between the library and the Friends. At this time a motion to approve the concept of a library bookstore on the 2<sup>nd</sup> floor in the 100 sq. ft study room was made by Amy Gardner, seconded by Linda Tribotte and motion carried unanimously.
  - c. Sick bank proposal from full time staff: Proposal is still in review with staff and Trustee LaManna.
  - d. Report on pre-move and closing for staff: Ms. Kase McLaren presented and review information with the board.
  - e. Board Committees: No committees commented on at this meeting.

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 8:55 p.m.

Respectfully submitted,

Sandra Kilbury  
Recording Secretary