

Minutes
Gates Public Library
Board of Trustees
August 17, 2011

Present: Peter Derry, President; Amy Gardner; Paul Marlin; Bob Renehan; Linda Tribotte; Chris DePonzio for Supervisor Mark Assini; Karen Kase-McLaren, Director

Absent: Mark Assini, Supervisor; Kirk Kettinger, Vice President; Paula LaManna

Visitors: Susan Swanton; Jen Eaton, President of Friends Board

I Meeting was called to order at 6:59 PM by Mr. Derry

II Agenda Changes: Add X c. Approval for 3-zone Paging System; Add X d. Approval for Multi-media System in Meeting Room

III Visitors' Comments: Ms. Swanton stated that the July minutes misstated the amount of space the Friends are requesting in the old library. Instead of 3,000 sf, it should be 1,500 sf, approximately 14% of the large room.

Ms. Swanton presented the equipment sale inventory; all items for sale are listed. Thanks to Bob Renehan for help with pricing. She stated the bookstore will open September 6 at 10 AM. She also provided a draft of the new Agreement between the Library Board and the Friends; it expires this month.

Jen Eaton, President of the Friends Board, introduced herself. She stated her main concerns are space and completing a new Agreement. She stressed the importance of having rules in writing. She asked for the Board's assurance that they have the space behind the blue tarp. The Board said that was their understanding, but stressed that Mr. Assini had the final say, and suggested that the Friends set up a meeting with him, and possibly draft a Memorandum of Agreement with the Town for space in the old library.

IV Supervisor's Comments: Not present

V President's Comments: There is a need to focus on the balance of paper vs. electronic materials for the next Long Range Plan, and to decide how to best serve the community.

VI Correspondence: none

VII Approval of Minutes: Motion to approve the minutes with changes noted above in visitors' comments, was made by Bob Renehan, seconded by Linda Tribotte; motion carried unanimously.

VIII Approval of Personnel Report: Ms. Kase-McLaren presented report stating that Susan Saylor was promoted from Librarian I to Librarian II in June. Motion to approve made by Amy Gardner, seconded by Bob Renehan, carried unanimously.

IX Financial review:

- a. Approval of Year to Date/Budget Projection Reports: Motion to approve reports submitted was made by Linda Tribotte, seconded by Bob Renehan, motion carried unanimously.
- b. No transfers
- c. Approval of Bills to be Paid: A motion to approve payment of claims #172-206, accounts payable claims #22120-22123, #22125, #22152-22155, including payrolls #15 and 16, for a total of \$430,633.24 was made by Linda Tribotte, seconded by Bob Renehan, carried unanimously.

- X. Items Requiring Board Action:
- a. Approval of 2012 MCLS Contract: Due to a \$146,000 shortfall, MCLS shares will rise to 15 percent. As no decision has been made on how fines paid online will be distributed, the Board decided to table their approval of the Agreement at this time.
 - b. Approval of 2012 Proposed Budget and Recommendations: The budget will be a 3% increase from last year, with materials at 9.97% of the budget. The board realizes this is not sustainable and will eventually deplete the collection. Amy Gardner pointed out that the lease will now be included in the Library budget (with a corresponding increase in funding from the Town), and without that change, the materials amount would have been closer to 11 percent. A motion to approve the budget recommendations was made by Bob Renehan, seconded by Paul Marlin, and passed unanimously.
 - c. Approval for 3-zone Paging System: Ms. Kase-McLaren presented a quote comparison for a paging system. She and Tom Potucek reviewed them and recommended AAA Sound for both price and quality. Paul Marlin made a motion to approve an amount not to exceed \$5043 for AAA Sound and \$592 for Schaller Group (to integrate phones), seconded by Bob Renehan. The motion carried unanimously.
 - d. Approval for Multi-media System in Meeting Room: Ms. Kase-McLaren presented a summary of quotes. Five vendors were invited to quote, only two were received. Again, the recommendation was AAA Sound. The Board felt that \$2,400 was excessive for the wireless microphone and wireless controls for audio and video quoted as an addition. Bob Renehan made a motion to approve an amount of \$5431 for AAA, plus up to \$1,000 to include wireless AV controls as quoted if Ms. Kase-McLaren is able to negotiate that; also \$350 for Northeastern Electric to install electrical components, for a total for media and electrical not to exceed \$6781. Paul Marlin seconded, and the motion carried unanimously.

XI Reports: All reports accepted as written. Ms. Kase-McLaren informed the Board of a donation of \$10,000 by Barbara Miner, former board member, for technology enablization.

XII Items for Board Discussion:

- a. Fine increase from \$.25 to \$.35: In the interest of staff workload, the board voted unanimously to approve the fine increase. Motion was made by Linda Tribotte and seconded by Bob Renehan.
- b. Construction Grant Application for 2012: Ms. Kase-McLaren recommended applying for technology and interior applications. September 2 is the deadline for applications.
- c. Equipment Sale: The sale was originally scheduled for August, but was delayed because of the lack of volunteers on such short notice. Paul Marlin recognized Susan Swanton and Tom Bober's contributions to the organization of the sale. The Herman Miller furniture may be turned over for consignment, to avoid packing and shipping issues. It is now tentatively scheduled for October.
- d. Board Committees: Those committees commented on:
 1. Friends: next meeting is September.
 2. Long Range Plan: It is time to starting looking at this again.
 3. Personnel: Peter Derry, Karen Kase-McLaren and Paul Marlin met with Paul Kennedy, consultant, to come up with a set of objectives. This should be ready by November.
 4. Technology: Schaller Group is still working on the phones.

XIII Items of Information: None

Having no further business to discuss, a motion to adjourn the meeting was made by Bob Renehan, seconded by Amy Gardner, and motion carried. Meeting adjourned at 9:15 PM.

Respectfully submitted,

Teresa Bietry
Recording Secretary