

Minutes
Gates Public Library
Board of Trustees
January 19, 2011

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

Absent: Bob Renehan

- I Meeting was called to order at 7:05 p.m. by President Derry.
- II Agenda Changes: The changes requested –
XII a. Remove Booksale Agreement and replace with Display of Building Layout
b. Authorization for self mailer
c. Fundraising procedure
d. Threshold limits for donor recognition
- III Visitors' Comments: Visitor Vince Tabone, of Vince's Aquarium Service, introduced himself to the board and spoke briefly about the possibility of an aquarium in the new building which he would supervise.
- IV Supervisor's Comments: Supervisor Assini stated that he feels the library will have a favorable fund balance for 2010. The agreement for the additional floor space on the second floor has been signed by Mr. Assini and Mr. Gallina.
- V President's Comments: None made at this time.
- VI Correspondence: Ms. Kase McLaren thanked the board for the flowers sent during the 50th Anniversary celebration. Also available for board perusal was a brochure of the last 50 years of bestsellers and a site license to show movies in the library.
- VII Approval of Minutes: A motion to approve the December 8, 2010 was made by Paula LaManna, seconded by Kirk Kettinger and motion carried unanimously.
- VIII Approval of Personnel Report: A motion to approve the personnel report for January 2011 was made by Paula LaManna, seconded by Amy Gardner and motion carried unanimously.
- IX Financial Review:
a. Approval of Financial/Year to Date/Budget Projection Reports: A motion to approve the reports submitted was made by Linda Tribotte, seconded by Paula LaManna and motion carried unanimously. The final 2010 reports will be submitted at the February meeting.
b. Approval of Transfers: None required at this time.
c. Approval of Bills to be Paid: Two motions are needed.
1. A motion to approve the final 2010 payments of claims #399-422, accounts payable claims #21935, 21936, 21938, 21939 and 21941, including payroll #26, for a total of \$50,842.79 was made by Paula LaManna, seconded by Linda Tribotte and motion carried unanimously. Accounts payable #21937 in the amount of \$179,675 was used for the HVAC/electrical system in the new building from the grant money awarded previously.

2. A motion to approve claims #1-10, accounts payable #21956-21960, including payrolls #1 & 2, for a total of \$75,269.03 was made by Linda Tribotte, seconded by Kirk Kettinger and motion carried unanimously.

At this point in the meeting, Brad Kingsburg from Creative Library Concepts, reviewed for the board in a power point presentation the furniture layouts and type of furniture for the new building that the building planning committee has voted on. Also presented was the carpet selection for several areas of the library. The board voted on items following this presentation.

X Items Requiring Board Action:

- a. Approval of carpet design: A motion to approve the carpet presented for the popular materials area, young adult area and second floor was made by Linda Tribotte, seconded by Kirk Kettinger and motion carried unanimously.
- b. Approval of color selection: This request for approval was tabled at this time.
- c. Approval of order for shelving: The proposal for purchase of System 3000 shelving at a cost of \$149,363.23 which includes installation was presented. A motion to approve the proposal presented was made by Amy Gardner, seconded by Paula LaManna and motion carried unanimously.
- d. Approval of final building layout: Presented to the board was the final layout of the first and second floor of the new building. A motion to approve the final layout of the building was made by Paula LaManna, seconded by Kirk Kettinger and motion carried unanimously.

XI Reports: All reports accepted as written.

XII Items for Board Discussion:

- a. Display of building layout: Ms. Kase McLaren suggested that the design be put on the library's website for the public to view. All members were in agreement and the design will be displayed.
- b. Authorization for self mailer: The draft of the fundraising brochure for printing was presented by director Kase McLaren. After some discussion it was decided to get two more quotes on printing the brochure. The cost of the mailing has yet to be determined. That information will be forthcoming.
- c. Fundraising procedure: Ms. Kase McLaren presented information to the board on issues on receiving donations towards the new building. It was decided at this time that the director should obtain an opinion from John DiCaro, Town attorney and Rundel Foundation. More information will be given at the February meeting.
- d. Threshold limits for donor recognition: This item was tabled until the next meeting.
- e. Board Committees: Committees commented on –
 1. Town Board: Mr. Kettinger's appointment of a five year term as a library trustee, 1/1/11-12/31/15, was approved by the Town Board.
 2. Friends: The January meeting was cancelled due to bad weather and has not yet been rescheduled.

Ms. Gardner expressed her appreciation and enjoyment of the 50th Anniversary Celebration that was held on January 3rd. Having no further business to discuss, a motion to adjourn the meeting was made by Amy Gardner, seconded by Linda Tribotte and motion carried unanimously. Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Sandra Kilbury
Recording Secretary