

Minutes  
Gates Public Library  
Board of Trustees  
October 19, 2011

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

Absent: Linda Tribotte

- I Meeting was called to order at 7:00 pm.
- II Agenda Changes: Add to the agenda – Xb Approval of MCLS Document of Understanding; XIIa Stored Shelving Assessment; XIIb HVAC maintenance agreement and XIIIa. Staff training
- III Visitors' Comments: Visitor Susan Swanton reported to the Board that the bookstore has so far been quite busy. The addition of signage in the library's atrium has encouraged more visitors. She also stated that the Friends Council meeting will be held at the Gates Library on 10/20. She stated that this meeting would be the last meeting she would be attending as a visitor as she will be moving out of the area.
- IV Supervisor's Comments: Mr. Assini stated that the Friends now have the allotted space needed for book storage at the old location. The book sale agreement between the Friends and the library will be signed at the next town board meeting (agreement already approved by the Friends and the Library Board).
- V President's Comments: President Derry gave recognition to Trustee Marlin for all the planning and set up he was involved in, along with Susan Swanton, in setting up the equipment sale in October. The Board all thanked him and Ms. Swanton for all their help.
- VI Correspondence: Director Kase McLaren presented items to the Board for their perusal.
- VII Approval of Minutes: A motion to approve the September 21, 2011 minutes was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.
- VIII Approval of Personnel Report: A motion to approve the personnel report for September, 2011 was made by Paula LaManna, seconded by Kirk Kettinger 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 Bob Renehan, seconded by Kirk Kettinger and motion carried unanimously.
  - b. Approval of Transfers: No transfers are requested at this time.
  - c. Approval of Bills to be Paid: A motion to approve claims #239-280, accounts payable claims #21961, 22166, 22168-69, 22191-22196, 22198-22200, 22216-22222, including payrolls #20 & 21, for a total of \$175,821.40 was made by Paula LaManna, seconded by Amy Gardner and motion carried unanimously.
- X Items Requiring Board Action:

- a. Pay for part time employees during the move from old library to the new library: A proposal to pay the part-time pages and aides one half of the difference between the hours worked during the move and the hours they would have been scheduled were there no move was brought to the Board after discussion between Library management and the Part-Time union. At issue was a difference in interpretation regarding the issue- which was voted on at the April 2011 Board Meeting and discussed in executive session at the May 2011 meeting. Terry Bietry, Judy Ploettner, and Chad Cunningham presented information and answered questions from the Board. After much discussion a motion to pay \$741 total to staff for when they were unable to work during the library move was made by Kirk Kettinger, seconded by Bob Renehan with Paula LaManna, Amy Gardner and Paul Marlin voting against motion. Motion did not carry.
- b. Approval of MCLS Document of Understanding: Upon request from the Board, Director Kase McLaren reported that the online payment agreement was implemented in June, 2011. Patrons are able to pay their fines online with a valid debit/credit card with total amount going to the MCLS Finance Office. In this Document of Understanding the cost share formula that is being used to reimburse member libraries is noted. After some discussion a motion to approve the MCLS Document of Understanding was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.

XI Reports: All reports accepted as written. Director reported that the PA system is now working and in use. The new multimedia system has been installed. The system is waiting to have secure, wireless software installed.

XII Items for Board Discussion:

- a. Stored Shelving Assessment: Director presented report showing the remaining shelving we have in storage. Three options were noted: 1. Dispose of shelving; 2. Give shelving away to other library organizations and 3. Sell shelving. Trustee Marlin suggested that other town departments be informed of this availability. It was also suggested that research be done to sell on E-bay.
- b. HVAC maintenance agreement: As tenants, the library is required to have a preventive maintenance agreement for the HVAC system. Proposal for agreement was submitted by Leo J. Roth Corp. They are the company that installed the system. After some discussion it was decided to obtain two other quotes.
- c. Board Committees: Those committees commented on:
  2. Friends: Trustee Gardner reported the monthly meeting was on 10/12. Business in the book store has been favorable. There will be a two day sale in December. At the October meeting the Wish List from the librarians was submitted. Most requests were approved.
  3. Grants: NYSERDA will be inspecting the work done in the building.
  7. Personnel: Survey of staff with Paul Kennedy will begin towards the end of the month, first of November.
  8. Technology: Director reported that an iPad has been purchased. Will be used for the multimedia system and by staff, it will not be for public use.

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.

Respectfully submitted,

Sandra Kilbury  
Recording Secretary