

Minutes  
Gates Public Library  
Board of Trustees  
September 21, 2011

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

Absent: Kirk Kettinger, Vice President

Visitors: Judy Ploettner, Gail Renehan, Sue Swanton, Tom Potucek

- I Meeting was called to order at 7:00 pm by President Derry.
- II Agenda Changes: Under XII b. Equipment Sale and Ebay
- III Visitors' Comments: Visitor Sue Swanton reported that the book store on the second floor is now open for business. Ms. Swanton stated that more signage is needed to promote the store to the public. Upcoming book sale and equipment sale is set for October 19-24 at the old library location.
- IV Supervisor's Comments: Supervisor Assini asked Director what the plans were for the extra shelving that is in a storage room. The Director stated that she has no plans yet and will report at the October meeting. Mr. Assini stated he would like the shelving to be removed by the end of October.
- V President's Comments: Mr. Derry congratulated Mr. Assini on his "Italian American Man of the Year Award".
- VI Correspondence: The Director stated that the LAS money has been allocated and the board president needed to sign the paperwork. The LAS amount for 2011 is \$8569.
- VII Approval of Minutes: A motion to approve the minutes, correcting the spelling of Barbara Miner's name from Miner to Minor, was made by Bob Renehan, seconded by Paul Marlin 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 Linda Tribotte and motion carried unanimously.
- IX Financial Review:
  - a. Approval of Financial/Year to Date/Budget Projection Reports: The Year to Date report was the only report submitted. A motion to approve the Year to Date report was made by Amy Gardner, seconded by Paula LaManna and motion carried unanimously.
  - b. Approval of Transfers: None required.
  - c. Approval of Bills to be Paid: A motion to approve claims #207-238, accounts payable claims #22160-22164, 22167, 22170 and 22197 including payrolls #17, 18 and 19, for a total of \$137,050.96 was made by Paula LaManna, seconded by Linda Tribotte and motion carried unanimously.
- X Items Requiring Board Action:
  - a. Approval of Salvaged Equipment: A motion to approve the items listed as salvage and to be available for the upcoming equipment sale was made by Bob Renehan, seconded by Paul Marlin and motion carried unanimously.
  - b. Approval of Revised Proposal for a Multimedia System in meeting room: The Director presented report and recommendation to the Board. Tom Putocek spoke to the Board on the scope of the proposals, explaining the technology that will be used in the system set up for the meeting room. The recommended proposal from AAVS will install more 'new age' type features that the library should be able to use even 10 years from now. After some discussion, a motion to

approve the proposal from AAVS, for a total not to exceed \$7117.91, was made by Paul Marlin, seconded by Bob Renehan and motion carried unanimously.

c. Approval of Merkel Donahue proposal for two reference desk chairs: Director Kase McLaren presented the proposal for two reference chairs for a cost of \$1224.84. After some discussion it was decided to table this purchase and have the Director research more chair options at a lower cost to the library.

d. Approval of "Ask Here" Sign at Circulation Desk: Director Kase McLaren presented proposal to have a sign made and placed over the clerical station at the Circulation Desk to help ease confusion by patrons upon entering the library. The sign is to be in the same fashion as the other two signs at the circulation desk and on the first floor. A motion to approve the proposal of an "Ask Here" sign at the circulation desk, for a cost of \$352, was made by Amy Gardner, seconded by Bob Renehan, Paul Marlin and Linda Tribotte; Paula LaManna abstained. Motion carried.

e. Approval of circulation for Blu-ray discs: The Director presented the proposal and procedure for the library to begin circulating the new format, Blu-ray discs. Patrons will be limited to two per visit per card (due to smaller collection of Blu-rays at this time), one week loan period, and a daily fine of 35¢ (\$7 maximum). A motion to approve the circulation of Blue-ray discs was made by Paul Marlin, seconded by Bob Renehan and motion carried unanimously.

f. Approval of the revised Circulation Policies brochure: The Director presented to the Board the brochure showing updates: increase in daily fine (now 35¢ per day per item), the inclusion of Blue-ray discs and any fees associated with them, inclusion of the bounced check policy, removal of framed prints and books on cassette from material type; wording changes in overdue notification, damaged materials and collection agency. Cards with fines of \$35 or more will be turned over to the MCLS collection agency, Unique Management Services was also changed (an increase in the fee charged by UMS). A motion to approve the noted changes was made by Paul Marlin, seconded by Bob Renehan and motion carried unanimously.

XI Reports: All reports accepted as written including a. Special Reports: Summer Reading Program reports by Paula Blackburn, Adult Librarian; Heidi Jung, Young Adult Librarian and Mary Jo Smith, Children's Librarian.

XII Items for Board Discussion:

a. Proposed Agreement between the Friends of the Gates Public Library and the Gates Public Library: After some discussion, a motion to approve the three year contract agreement was made by Bob Renehan, seconded by Paul Marlin and motion carried unanimously.

b. Equipment Sale and Ebay: Trustee Marlin presented to the Board three options on the sale of the Herman Miller Chairs from the old library. Much discussion ensued on the pros and cons of each option. A motion to approve Option #3 of proposal (offer sale of all Herman Miller items to a bulk lot buyer) was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.

c. Board Committees: Those committees commented on –

2. Friends: Friends President, Jennifer Eaton, met with Supervisor Assini recently to discuss book storage of donations in the old library. It was agreed that the Friends will have the south east corner (700-800 sq. ft) for donated books/book sale storage. The drive up window will be used for the public to drop off donations. There will be no more than 3 book sales per year. The next book sale/equipment sale will begin October 19 as the Friends Preview Night.

6. Budget/Finance: Trustee Tribotte, the Director, the Supervisor and Finance Officer will meet once a month until the end of the year to keep a check on the library's budget.

7. Personnel: The committee is still looking to fund the increase cost of the survey to be done with the staff and Paul Kennedy. The Board approved an original amount of \$1500. The Board will ask the Friends for the remainder of the money.

8. Technology: The new PA system is up and working.

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 9:20 pm

Respectfully submitted,

Sandra Kilbury  
Recording Secretary