

DRAFT
Newfield Public Library Trustee Meeting
Minutes - March 10, 2009

Meeting called to order by President, Mike Allinger at 6:33pm. Present were Library Director, Tina Winstead, and the following trustees: Debi Brown, J.T. Tompkins, Jill Henery, Cathy Shipos, and Karin Eisenberg. Also present were Rosemary Rowland and secretary, Marge Strosnider.

Minutes: Jill moved that the minutes of February 10, 2009 trustee meeting be accepted as written. Cathy seconded the motion and the vote was 6-0 in favor. (Karin not present for motion and vote.)

Director's Report: Tina

Volunteers: would like to work toward organizing group of volunteers. Karin, Mike and Tina will meet to progress with organization of such.

Upstairs: office chair needed. Board approved purchase of this.

Funding for window shades and young adult area, etc. discussed.

Cathy suggested that Hill Fund be used for Youth area, blinds be purchased with building funds and chairs and tables for upstairs be treated as expenses.

Motion: made by Karin for Tina to contract with Lowe's for cellular shades for all windows in library at an approximate cost of \$4000. Cathy seconded the motion and all voted in favor.

Phase II of Gates Foundation Grant due now. Motion was previously made for 2009. Tina to submit the papers.

Personnel:

Motion made by Cathy to approve the appointment of Becky Yates to the Library Assistant II position effective on March 9, 2009. Debi seconded the motion and vote was unanimous.

Archives Alive: Rosemary Rowland (see report)

Reviewed progress made since January 2009.

Defined her role as Collection Manager:

1. Protect archives collection
2. Make archive information accessible to community
3. Continue archiving!

States there is a need for update of equipment, i.e. computer

Treasurer's Report: Karin

Received 'draft' of final review from the auditor. Karin to meet with accountant for final copy.

Jerry Mickelson has requested to attend trustee meeting to present report and answer questions.

He also has suggested development of investment policy. Board to meet with him at May

mtg.

Trustees to receive check from Town Board on Friday with contract.

Discussion of Bookshare application. Kathy Creenan from FLLS reports no information available yet. She suggests contacting Winner's office to inquire re: availability of funds.

Bill Kline-contractor busy until July. Estimator to conference with Victoria Romanoff re: front window problems.

March Movie Night - Cathy reports date is March 20 at 6:30pm with two movies being presented "ET" for younger kids and "Contact" for older. Details discussed with sign up requested.

Star Lab - Cathy

Date is set for April 16th with location still to be worked out due to space needs. There will be

two shows, at 2:00 and 3:30pm with limit of 20 people for each. Sign ups will be encouraged at the movie night. Thank you, Cathy!

Five Year Planning:

Goal 2: Jill asks to defer for one month, work is proceeding.

Goal 3: Tina and Mike report few changes. Will continue to define.

New Business:

Sign: Debi continues to do for now. To use sign for welcome for new assistant and also to promote downloadable books.

Book Sale: work dates set for Monday and Tuesday. Few furniture items to be included and also Cat's Meow Covered Bridges.

Newsletter: in progress, due this month.

Summer Reading Program: plans being formulated

Volunteer Recognition: cards will be sent in April, with more formal recognition in fall.

Bake Sale netted \$225.00

Debi made motion to adjourn meeting at 8:25pm with Cathy seconding.

Respectfully submitted,
Marge Strosnider, secretary