

DRAFT
Newfield Public Library
Monthly Meeting Minutes
February 10, 2009

Meeting called to order by President, Mike Allinger at 6:30pm with the following trustees present: J.T. Tompkins, Jill Henery, Tina Winstead, Karin Eisenberg, Cathy Shipos, Debi Brown and Secretary, Marge Strosnider.

Minutes of the Annual Meeting: The following corrections were noted and the minutes changed accordingly: Under Committee Reports, in the Building Committee section, the spelling of Bill Kline's name was corrected; the Library Director heading was changed to read 2008 Library Accomplishments and Library Director position was now complete. Also, on page two the term 'Election of offices' was corrected to 'Election of Officers' throughout. Lastly, in the Lease of 2nd floor section, the space was leased to the Historical Society for the Archives Alive Project.

Motion by Cathy to approve the Annual Meeting minutes, as corrected, was seconded by Karin and the vote was approved by all.

Minutes of the January 27, 2009 monthly meeting: one correction was made for date of the Book Sale to March 28, 2009 from 9am to 3pm. **J.T. made the motion to accept the amended January 27, 2009 minutes. Cathy seconded the motion and all voted in agreement.**

Director's Report: Tina

Applications (12) for the library assistant position have been reviewed and phone interviews will begin next week. Mike and Glen Caslick are also on the interview committee.

The download station is up and running. More signs and info to publicize it are planned.

The Annual Report to FLLS has been very time consuming with many changes made.

Treasurer's Report: Karin

Records have gone to Mickelson, et al, for audit and are close to completion

No CD's due this month

New Business:

Annual Review with Tina and Trustees: Set following Goals:

1. Organize working space upstairs-set up library work station, Director's space, and Archives Alive space.
2. Staff Development
3. Community Outreach
4. Develop volunteer recruitment
5. Website development-set up log, facebook, calendar
6. Engaging youth program for tweens and teens, including technology

Mike pointed out that it is the job of the trustees to make sure the resources are allocated to allow the director to carry out the programs-not only financial, but also physical help and reaching out to volunteers.

Five Year Plan: Due for 2010—see Plan with Goals and Objectives

Mike suggested trustees take one or more to review and add new objectives.

Goal #1 Community Outreach - Cathy and Debi to work on

Goal #2 Increase awareness.... - Jill and J.T.

Goal #3 Second floor development - Mike and Tina

Goal #4 Stable funding - Karin, Tina, and Mike

Goal #5 Collection Development - Tina and J.T. Add other media

Goal #6 Electronic Resources - Mike and Jill

Goal #7 Volunteer Recruitment - Karin, Debi, and Tina

Goal #8 Organize Structural Space, including staff development - Mike and Tina

Next meeting Goals 1,2, and 3 drafts of new plan to be presented.

Jill also suggested consideration of plan for elderly of community

Karin reminded of United Way Funds to assist with program for outreach or a grant.

Committee Reports:

Archives Alive: Tina reported that Rosemary Rowland is on board and much progress has been made with archival storage, records availability to the public, scanning (very time consuming). Funding also being considered via grants from SARA (State Archival Records Assoc.), Payne fund and others. Tina also noted that website updating is needed to include AA connection.

Book Sale: Karin noted date is March 28, 2009, 9am to 3pm with sorting and clean up to be done before that - early March.

Library Director Review follow-up:

Karin moved that the Library Director's pay be increased to \$16.50/hour at 30 hours/week for 52 weeks/year. Also Tina shall be paid \$2,691.25 in addition, to allow her to invest in a retirement option. Cathy seconded the motion. (All others shall remain the same as previously voted on.) The vote was unanimous.

Correspondence and Communication:

Tina noted that the library is a division of SED and that NPL has been notified that it is not operating as per charter re: number of trustees (should use range of number of trustees); and serving area of the library, (changes with census numbers.)

Discussion: resolution for Charter amendment. Decision to hold motion until a new draft of resolutions and petitions is drawn up.

Decision to also write a letter of appreciation to Sen. Winner's office for Bookshare funds with an update of the use of the funds, instead of application for new funds.

Also the United Way Allocation process is open with applications due by 3/1.

Coming in March:

Meeting - March 10th

Book Sale - March 28th

Newsletter

Motion to adjourn meeting by Debi with J.T. seconding. Meeting adjourned at 7:58pm

Respectfully submitted,
Marge Strosnider, secretary