

DRAFT
Newfield Public Library
Trustees Monthly Meeting Minutes
September 15, 2009

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

Minutes reviewed. **Jill made motion to approve the minutes of the August 11, 2009 meeting as read. The motion was seconded by Cathy and passed with a vote of 7-0.**

Archives Alive Report: reviewed by Rosemary. See attached.

Director's Report: Tina reviewed. See attached.

Items for discussion:

Web Design Class for Dreamweaver to be held for 3 weeks in Nov. Tina suggests two people attend. Education Grant from FLLS may be a resource for funding. Mike suggested that Tina apply for the Grant. If it is approved and enough, send two people; if not, send one now and one in the spring. Tina to apply for scholarships.

NYLA Conference is Oct. 14-17. Cost is estimated at \$1000 to 1200. Membership is also due soon...about \$120. Discussion to put line in Budget to plan for next year.

Motion made by Jill to send Tina to the FLLS Conference in October, seconded by Debi and vote was 7-0 to approve.

Discussion re: 2nd floor improvements (furniture). Decision reached to open up area on second floor for adult reading room, see how much it is used, and then, after December, consider furniture change/improvement. Reading room to be advertised to the community as open from 2-5pm on days that library is open.

Summer Program: Summary shows mixed results. In general, participation was not as successful as previous summer. To evaluate and perhaps offer fewer programs next year...perhaps a possible visiting author.

Town Funding Request due September 22, 2009. Letter of request given to Mike.

Treasurer's Report: Karin

Yard Sale Revenue was \$ 53.

CD Renewals. There is a need to redeem 2 CDs to improve cash flow short term. They may be replaced after receipt of school tax funds.

Building fund CD needed to redeem for brick work.

Motion made by Jill to redeem three CDs described above. It seconded the motion and the vote passed 6-0 with Karin abstaining.

Bricks Project: Karin

Contract was signed today and work to begin tomorrow on the two windows on each side of the library. Vicky Romanoff will supervise the project and the estimated time to complete is one month. After the mortar is analyzed and a compatible mortar 'recipe' is created, it may be used to complete brickwork in other areas such as the top front corners of the building. Vicky also recommended working on the front door to make it historically correct. \$13,500 needed to pay contractor when work is completed.

Motion made by Cathy to accept the agreement between the library and contractor, W.L. Kline and Son. Debi seconded the motion and it was approved 7-0.

New Business:

Contract for air conditioner and the furnace. Decision made to not renew contract with Wheaton's and to contact ENR of Newfield re: a contract with a maintenance agreement. Furnace should be checked soon for winter weather.

Payroll Service: Karin and Tina

Motion made by Debi to begin payroll services with Paychex (Represented by Mike Scott). Jill seconded the motion and vote was 6-0 with Karin abstaining.

Committee Reports:

5 Year Plan.

Motion made by Karin to accept Goal #6 with the changes made for uniformity of font and grammar. Motion seconded by Cathy and approved with 7-0 vote.

Goal # 7 to be presented for vote at next meeting.

Building Maintenance - routine items discussed with the addition of A/C check to the monthly monitoring list.

Survey of senior citizens at Garden Apts. done by Jill and Florence Emery to see what materials/services they would be interested in. Response was favorable for books to be signed out (some large print) on site and replenished on monthly basis. Information on library programs to also be provided.

Motion to adjourn the meeting at 8:45pm by Debi.