

# DRAFT

NPL Monthly Trustee Meeting  
October 28, 2008

Meeting called to order by President Mike Allinger at 6:35pm with the following trustees present: Tina Winstead, Karin Eisenberg, Jean Gerow, Sherry Atherton, Cathy Shipos, and Debi Brown. Also present were: Florence Emery, JT Tompkins and secretary, Marge Strosnider. Regrets: Dan Frank.

Minutes: Two corrections were made in the September 23, 2008 meeting minutes. The amount of the Senator Winner grant was \$16,500 (not \$12,000), and the wording in the treasurer's report was changed to read: 'The funds (Community Council) cannot be used for capital improvements.' Cathy made a motion to accept the minutes, as amended. Debi seconded the motion and all voted in agreement.

Community Input: Florence reviewed the plans and needs for the Election Day Bake Sale on November 4<sup>th</sup>, and also briefly discussed the Reception on November 9<sup>th</sup> for the Volunteers and Guest Artists.

Report on Trustee Seminar which Mike and Karin attended June 2008. Mike distributed and gave a brief outline of the highlights of the Seminar on Responsibilities of the Library Trustee Board Members. The Trustee Handbook may be referred to for details.

Data Gathering: Jean (see attached reports)

Jean reviewed data from 3<sup>rd</sup> quarter reports showing a trend downward in same quarter since 1995. Suggestions: comparison to other libraries, compare per capita, and also look at programs. Suggestions to improve: survey, presentation to new school staff, info sheet to newly enrolled students (Back to School Packet), and to continue the number comparison.

Director's Report: Tina (attached)

Discussion re: a Christmas tree in the library, with tags corresponding to the CGNF 'Make a Child Smile' tags at the TSB, to give books to children.

**Motion made by Cathy to use books from the booksale collection to supplement gift books, if needed, for children at Christmas. Motion seconded by Sherry and the vote was unanimous.**

Treasurer's Report: (see attached report), reviewed by Karin. Noted that the \$16,500 received from Sen. Winner's office was to be spent within one year.

Vicky Romanoff report: to be picked up and distributed. Report does not include specifications for the front of the building.

**Motion by Sherry to authorize Karin to pay Romanoff fee in full with Karin using her best judgment. Jean seconded, and motion was approved.**

**Motion to accept the treasurer's report by Jean, with Sherry seconding the motion. All voted in favor.**

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**Motion made by Debi to pay the quarterly bills. Sherry seconded and all approved.**

Discussion re: Newfield Central School yearbook ad.

**Motion made by Debi to purchase a 1/4 page ad in the NCS yearbook at \$50. Cathy seconded the motion and all voted in agreement.**

Budget: Tina

Discussion re: programming and wages/salaries increase relative to 3% COL raise, retirement funds, and addition of new staff person. Tina and Mike to work on staffing plan.

Archives Alive: To discuss Reid's report next month.

Maintenance Items: wrap air conditioner and measure bathroom for storage cabinets to get quote.

Fundraisers: Sherry

Cat's Meow - shipping date 10/27.

Halloween Update: \$500+ in prizes donated. Surveys very positive. All events successful and popular even if the number participating was not large.

December Programs: Jean

Meeting to discuss events set for Monday, November 3, 6:30 at NPL.

November Meeting Items Highlighted.

**Motion to Adjourn the meeting made by Debi at 8:55, seconded by Cathy. All approved.**