

DRAFT

NPL Monthly Trustee Meeting September 23, 2008 Minutes

Meeting called to order at 6:48 by Mike Allinger, President, with the following trustees also present: Debi Brown, Sherry Atherton, Karin Eisenberg, Cathy Shipos, Jean Gerow; Guest Florence Emery and Secretary, Marge Strosnider. Library Director, Tina Winstead, was out of town due to family illness.

Two corrections were made to the August 26, 2008 meeting minutes which were then approved by a motion of Cathy, seconded by Debi, and all in agreement.

Community Input:

Florence Emery suggested posting the time and date of the Trustee Meeting on the Library board in front of the Tioga State Bank; and also posting the agenda for the meeting and making previous meeting minutes available in the library. She indicated that several people have expressed interest in the library, the programs and a trustee position. Mike and Karin volunteered to do this and Mike also suggested using the website for information. A copy of the minutes, with 'Draft' indicated on top as they are not yet approved by the trustee board, is to be emailed to the library director and Mike within 2 weeks after each meeting.

Director Report: See attached.

Cathy opened discussion of the air conditioner 'icing' problems, with several reasons discussed by other members. The A/C is now shut off for the season and will be serviced in the spring before using it. Karin suggested getting an estimate from Wheaton's for replacing the unit and including an extension for the upstairs. The Winner grant of \$12,000 could be used as it is designated for library improvement and to be used within one year.

RE: roof leak, Vicky Romanoff suggested replacing the bricks which are now holding down the 'membrane' with wood and replacing the gutter on upper roof as it is too small. Her report will include all these details.

Discussion of seeking a volunteer or perhaps hiring a professional to update/redesign the website. Jean volunteered to contact Linda Poppleton with a proposal to do this.

Discussion of purchasing a color laser printer (approx. \$249) and 4 colors toner at \$139., or \$560. Gates grant will cover these expenses

Motion was made by Sherry to purchase the color laser printer and 4 color toners, seconded by Jean. All voted in agreement.

Wall dividers: 3 completed by Reid with 1 ½ to 2 to be done for upstairs at approximate cost of \$200 each.

Discussion of blinds/cellular shades (Romanoff suggestion) for upstairs windows postponed until after A/C decision.

NCS Open House- discussion of staff involvement in community events to promote the library, upgrading powerpoint presentation.

Florence volunteered to present to trustees or others interested what is necessary for the library to function effectively. Discussion of staff hours and tasks assigned to be continued at next month's meeting.

DRAFT

Treasurer's Report: Karin

Karin brought to board's attention several CDs maturing in months of Sept and October and recommended that they be 'rolled over' as the funds are not needed at this time.

Motion made by Cathy to take no action and allow the maturing CDs at Tioga State Bank to rollover. Jean seconded the motion and all voted in agreement.

Karin notified the board of \$1200 one-time extra funding available from the Community Council to all currently funded organizations. Info has been sent out with instructions to interested groups to write a paragraph indicating how the funds would be used. The response is due by October 10th. The funds must be dedicated for programs, not capital improvement. Examples given were music, craft programs; a stipend for website development.

Library request for funding from Town of Newfield is due.

Motion made by Karin to request a total of \$17,300, including an increase of \$1200, from the Town Board. Sherry seconded the motion and all approved.

Mike sent in the request.

October Maintenance: Debi

Elevator inspection due soon, automatically scheduled by vendor.

New 6-foot ladder, box of fluorescent bulbs, A/C filters have been purchased for use.

Next Month:

Preliminary Budget

Long Range Goals - need to complete several of the policies previously worked on—Personnel, emergency policy.

Third quarter report from Archives Alive

Trustee openings

Communications:

Volunteer/Artist Reception: Scheduled for Nov. 9. Cathy drafted invitation.

List to be updated by Karin and Florence.

Food—Hors d'oeuvres type menu (Sparkling juice, cheese, grapes and other fruit)

Tasks to be assigned at next meeting

Bake Sale: Election Day, November 4th.

Computers moved to Mary Humpton room prior to this meeting by board members.

FLLS - Annual Meeting and Anniversary Celebration to be held at Ithaca Country Club on Nov. 15th, 9:45 meeting with luncheon following. A representative trustee is needed to place vote. Let Mike know.

Insurance Policy Packet - Mike received. Rate increase was not significant if no changes are made. Premium is \$2619.

Book Sale: Karin reported net profit of \$161.99 for a total of all 3 book sales this year of \$2160!

Lots of interest, donations were good quality and PR was excellent.

Old Home Days: Florence presented a certificate and \$50 prize for library float in parade!

Programs:

DRAFT

Movie Licensing: Sherry reported that a site license is needed by copyright law. Cost is \$295 for one year, based on the number of active library card holders and allows unlimited showings, includes posters, bookmarks, advertising, and unlimited on-line support. Takes one week to process after contact by telephone. Could be used for several programs such as teen and adult book club. Chaperones for program to be discussed, but Sherry, Florence and possibly Dan indicated interest.

Motion made by Jean that NPL spend \$295 for a one year contract for movie license. Cathy seconded the motion and vote was unanimous.

October Programs: Sherry to post sign up list for event participants.

October 13: Gingerbread House Check-In - Sherry, Jean

October 18: Pumpkin Carving at 1:00 - Karin

October 24: Begin 1st Movie Night. Publicize through newsletter and library sign.

Postcard Survey/Evaluation at all events

Programming Goal: 1) to get people in the library to see what NPL has and does.

2) to generate volunteers by having a form available to indicate area of interest

Need for volunteer committee of NPL Trustees to use information gathered and organize.

Film-making class/workshop also being explored through IC and NCS contacts by Sherry

December Programing: Jean requested Sept. organizational meeting to discuss possibilities including: movie night for parent shopping, cookie exchange, craft-Christmas trees.

Planning meeting set for September 29th, 6:30 at the library.

Mailing list of 100 top library users to cover PR for Cat's Meow, December events.

Marketing deadline for Publicity - 3rd week of October

Data Gathering: Jean distributed statistics on library performance.

Goal or Purpose of Statistics:

-Find trends in number of patrons, computer usage, circulation numbers

-Connect programs to library usage and promote use

-Discover less busy times, adjust staffing, target programming for less busy times

-Evaluate computer needs by usage and budget for needs

To revisit next month

Archives Alive: Application for grant originally a result of collaboration between library and historical committee. Trustees discussed inviting Historical Society members to meet and evaluate criteria of grant and whether it is being met. Need for oversight committee to make decisions re: how Archives Alive is functioning; also to discuss Reid's position.

Seminar Information ("Responsibilities of library boards and the Role of the Director") is available online. Discussed training for future trustees and the recommendation that interested parties attend at least one meeting before applying for trustee position.

Motion to adjourn at 9:35 by Debi, seconded by Cathy, all in favor.

Respectfully submitted,
Marge Strosnider, Secretary