

**MAMAKATING LIBRARY BOARD of TRUSTEES MEETING
AUGUST 12, 2009**

PRESENT: Trustees Barbara Semonite, Bob Andersen, Jeanne Roosa, Terry Stiano, Fran Staats, Director Evelyn Alvarez, Public Relations Consultant Beth Texter

ABSENT: Trustee Sue Martz (ex-officio)

The meeting was called to order at 7:00 p.m.

MINUTES:

A Stiano-Andersen motion approved the minutes of the July 8th meeting as submitted. All in favor.

TREASURER'S REPORT:

A Stiano-Andersen motion approved the Treasurer's Report as submitted. All in favor.

PUBLIC RELATIONS REPORT:

Friends of the Library:

- The Carolyn Turgeon Author Visit was discussed. Possible future programs with Carolyn were considered either as a writer's workshop for teens or at the release of her next book. Additional sources for local authors were explored.
- The Used Book Sale will be on Saturday, August 29th from 9:00 a.m. To 1:00 p.m. in the Community Room. Advertising was by flyer in the library proper, by notice in The Shawangunk Journal, The Times Herald Record, the blue screen, and on the library website . Proceeds will be used to purchase additional audio books for the library's collection as well as CD and MP3 players. The Friends' goal is to hopefully establish a lending program for these materials to senior citizens and/or those who may be convalescing or home bound.
- Projected goals for the Friends is to elect officers in the fall and, by the end of the year, to have established by-laws, to have set up a bank account and to have secured a tax identification number for the group.

PUBLICITY:

The upcoming Community Survey was seen as a possible template for a future newsletter. The Assessor's Office has provided a list of all community addresses which was turned over to Beth. Evelyn will investigate getting a differently sorted list from the Assessor's Office.

DIRECTOR'S REPORT:

See attached:

- written Director's Report
- statistical comparisons between July '08 and July '09 in
 - inter-library loan activity
 - collection use

In addition, in building and maintenance, Evelyn updated us on the progress of the leak repair, will be researching appropriate window treatments for the parking lot side windows to prevent fading damage, was authorized to purchase a chair for the circulation desk and reauthorized to purchase a vacuum cleaner or rechargeable carpet sweeper. Arrangements have been made to have windows washed once a month both inside and out.

In addition, in Summer Program topics, Evelyn shared notes on improvement ideas should we host a school district program again next year. She will include an assessment of the Children's Collection as part of her program evaluation. Beth and Evelyn will prepare a display for the Legislative Breakfast in October featuring the Summer Program Evaluation with pictures and statistics. Need for photo releases and securing these as part of program registration was discussed. Evelyn was authorized to purchase a digital camera for the library.

Evelyn will contact Civil Service for the Library Typist list tomorrow as summer employees have left or will be leaving and one page will be terminating employment as she leaves for school.

RCLS:

A Roosa-Staats motion supported the proposed increase in ANSER costs, all in favor. A letter will be sent to Robert Hubsher so informing.

The RCLS Gala ad was personally taken by trustees, all library funds excluded.

OLD BUSINESS:

Website: A Stiano-Andersen motion added Beth as an authorized contact person for the web-site, all in favor. Jeanne will contact Frank for any needed form for this. The website needs to be kept in a very current state at all times.

WiFi: Cost information was reviewed. This service will be built into the Library's 2010 budget with plans for it to be begun in that fiscal year.

Summer Reading Program update: see Director's Report

Registration with Board of Regents:

The legislation allowing us to expand our Board of Trustees to up to fifteen (15) in number has passed the Senate. A letter has been sent to Governor Patterson requesting his signature of authorization.

The Community Survey is ready for distribution in September.

OLD BUSINESS CONT'D:

Workers' Compensation: Evelyn has not yet received a response to her letter of appeal.

Elections: All preparations have been made for the Trustee Election on August 26th for candidates Terry Stiano and Kevin Reardon. Trustees will meet to verify the count at the 9:00 p.m. poll closing.

Early Readers collection and leveled books: Efforts have begun on this.

Staff Emergency contact information: Evelyn has collected these from the staff and will see that phone numbers are added to the information. One copy of the Director's will be needed for the Personnel File.

F.O.I.L. Form: Evelyn will mail the F.O.I.L. Form she has drawn up.

Reading Buddies: Start up is expected soon, with one of the teachers from the district Summer Camp volunteering to help in getting things going.

NEW BUSINESS:

Topics for future work sessions were discussed.

Patron complaint: Mr. Mark Coleman has submitted a letter of complaint about our library card acquisition policy. Research was done with trustees from other Boards showing ours to be similar to most, although many allow a limited borrowing to be done at the time the card request is submitted. We will review our policy. A letter thanking Mr. Coleman for his input will be sent.

Public Comment Period: While no member of the public was present, Evelyn shared comments that had been brought to her during the month:

- A second inquiry about a water cooler in the library was made. The cost for this would be approximately \$60/month and was not thought warranted.
- A cross walk in front of the library was suggested. The Village Board's position is that sufficient crossings already are in place.

Programs for Fall:

- Teen Book Discussion in November
- Ongoing Story Hour
- Adult Book Discussions

A Stiano-Andersen motion recessed the Board to Executive Session at 9:05 p.m. To discuss specific personnel issues. All in favor. No action was taken in Executive Session. The Board returned from Executive Session at 9:48 p.m.

The meeting was adjourned at 9:49 p.m.

The next Board Meeting will be held Wednesday, September 2nd at 7:00 p.m. in the Community Room.

Respectfully submitted,

Fran Staats, Secretary