

MINUTES OF BOARD MEETING

October 25, 2012, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Duprey, Griffin, Longbottom, McRoberts, Webster, Widrick

Excused: Fish, Small

Staff: Miller, Young

1. **Call to order:** Meeting was called to order at 4:10 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Duprey (Griffin) moved to accept the minutes of the September meeting. Unanimously approved.*
4. **Statistical Report & Financial Report:** Reports were presented. Miller said the bottom line from the proposed city budget is that we will lose \$40,000, which takes away our book budget and capital equipment budget. We may also be losing funds from St. Lawrence County. The finance committee has been in contact through e-mail to work on our finances. The City Council has indicated that they would support going on the school ballot again. *Griffin (Widrick) moved to approve September expenditures. Unanimously approved.*
5. **Director's Report:** Report was presented.
 - a. **New OPAC (Online Public Access Catalogue):** Please let staff know if you detect any glitches in the new card catalogue.
 - b. **New CSEA Contract:** The contract has been ratified and a copy is in each of the Trustee Handbooks, which are kept in the boardroom.
 - c. **Children's Librarian:** After all but one of the applicants dropped out, a request was made to Civil Service to call for an exam from which a new list might be created. The next Civil Service Commission meeting is on Nov. 15, so it will be another couple of months before a new list can be expected and the internal hiring process begun.
 - d. **St. Lawrence County:** The tentative County Budget zeros out all library money, which would be a loss of \$11,502 for us. On Oct. 30, from 4:30-6 p.m. there will be a budget hearing at the County Courthouse. Anyone who can attend is encouraged to speak up for the library.
 - e. **Phone system:** The new phone system was installed Monday, Oct. 22, and it has already been helpful. A new menu allows patrons to get the library hours without having to talk to staff. The new fire alarm system and closed circuit TV will be installed soon.

- f. Book Sale:** The Friends of the Library Book Sale will be Nov. 1-3 with a silent auction. An anonymous donation of \$100 for a door prize will be given away, only if the Friend whose name is drawn is in the building at the time.
 - g. Garden Club:** The Garden Club has requested to use the library August 2 and 3, 2013, for their semi-annual garden show. Exhibits will be judged Friday morning and then continue on display until Saturday closing. It will change the atmosphere of the library for a few days and hopefully get some new people familiar with the library.
- 6. **Draft Central Library Plan:** Miller drafted a Central Library Plan with input from the Flower Library director. This plan does not include a prohibition for using central library money for personnel costs. He presented it to the Central Library Committee at its last meeting. No action was taken on the plan at that Central Library meeting. However, OPL and Flower library boards are being asked to approve it and then send it on to the NCLIS Board. *Duprey (Longbottom) moved to approve the Central Library Plan as written by Miller. Unanimously approved.*
- 7. **Adult Services Librarian's Report:** Young reported that weeding is complete and now she is moving on to inventory, starting with the children's collection. DVD circulation has been going up with only 33 titles that didn't circulate in the last two years. Because of this there will be a move to put the DVD collection where the magazines currently are and move the magazines to where the DVD collection is shelved.
- 8. **President's Report:** Piche asked that Miller take one more look to be sure that no trustee terms are expiring at the end of this year.
 - a. Buildings and Grounds:** Duprey reported that Buildings and Grounds committee met with the architect Randy Crawford, who will be getting back to us on pricing for developing the master plan for the building. The biggest immediate concern is the stucco that is falling off the outside wall. Areas of the roof in imminent danger will be covered with plywood this winter to protect the roof until work can be started in the spring. We also need to have the window casings checked for asbestos before work on them can begin. The cost of testing the windows is \$1,700. If asbestos is found, this will increase the cost for that project and the grant may not cover the whole project. Asbestos is likely to be an issue we will come across when we are looking at major remodeling anywhere in the building. Piche expressed concern that this could make some of our plans cost prohibitive. However, if asbestos is present there is nothing else that can be done but remediate in accordance with regulations.

b. Policy/Personnel: Forms for evaluating the director were given out to board members to be filled out and returned by the next meeting.

c. Finance: No report

d. Nominating: No report

9. **Old Business:** None

10. **New Business:** None

Meeting adjourned at 5:10 p.m.

Respectfully submitted by

Amee M. Longbottom, Secretary