

## MINUTES OF BOARD MEETING

April 18, 2013, in the Library Conference Room, President Piche presiding.

### **ATTENDANCE:**

Trustees: Duprey, Fish, McRoberts, Webster

Excused: Griffin, Small, Widrick

Staff: Miller, Young

Guests: None

1. **Call to order:** Meeting was called to order at 4:02 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:**

Duprey (Fish) moved to accept the minutes of the April meeting.  
Motion approved.
4. **Statistical Report, Financial Reports and Approval of Bills Paid in March.**

Piche signed the close-out for the alarm grant. We will be reimbursed for the full amount that was spent. Our book circulation /usage increased during the past year. We are current with the collection and the discards, the backlog of discarded books having been eliminated via booksales and giveaway programs. Miller briefly reviewed some fine points of the electronic/ebook usage. Miller mentioned that the distribution of state money related to the Library Construction Grant program could possibly occur in late May.

Fish (Duprey) moved to approve March expenditures. Unanimously approved.
5. **Director's Report:** Report was presented. Following items discussed:
  - a. **Bert Woods Collection:** The collection will be handed over to the Morristown Gateway Museum at the May board meeting. Brian Kidwell has agreed to be present to take a photo and do a write-up. Duprey asked if there were any additional items/collections in the vault suitable for dispersal. Miller noted that as space in the Library develops, we could separate the items possessed by the Library. We could get rid of the items that are of no value to the

Library and be better able to display the items that are pertinent to the Library and the Community.

**b. Birthday Celebration** took place on Wednesday, April 17<sup>th</sup> from 3-5 p.m. in the Library. Miller stated that the event was well attended. Refreshments were served. A bookmark craft was made by those attending.

**c. Technology Trends:** Miller will periodically send board members technology links to keep the board updated on current technology trends. Miller will be attending a symposium at Clarkson University. The symposium deals with technology in business and industry but should have concepts relevant to libraries. Miller will share any insights gained with the Board.

**d. Vision Statements:** Miller collected the vision statements which were the “homework” assigned by Bill Murray at the planning and development session on April 9, 2013.

**6. Chairman’s Report:** No official report. Piche asked board members about their thoughts on the CITEC planning and development meeting. There were many positive comments regarding the first session of the meeting.

**7. Committee reports:**

**a. Building and Grounds:** No official report. Some discussion on asbestos removal in regards to windows and other renovations. Also mentioned the possibility of looking at some aspects of solar energy.

**b. Policy and Personnel:** No report.

**c. Finance:** No report. Fish will be away for the May board meeting. Miller will invite the auditors to attend the June meeting.

**d. Ad Hoc Program Committee:** In Griffins absence, Young gave a brief report. Young indicated that the programs for younger children were going very well. Preschool music-in-motion continues to grow. The Teen program is also doing well. Working on the adult programs. A poetry night is scheduled for April 23, 2013. Miller mentioned that the computer programs continue to be popular.

**8. Old Business:** April is the month to review staff development. 3 of the library staff are attending a workshop in Potsdam on Library Security. Miller attended a literacy program on 4-16-13. Young did an online program on how to use your poetry collection. Employees viewed

a webinar on customer service relations. There seem to be fewer customer complaints. Miller feels that there is greater employee compliance because management and the board are stressing customer service. Piche asked Miller what he considered to be the top 3 areas that should be stressed for continuing education. Miller indicated: 1. Customer service; 2. Safety; and 3. Anything that staff members express an interest in learning about.

**9. New Business:** None

Meeting adjourned at 4:58.

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Respectfully submitted by Dianne Webster, Secretary