

**MINUTES OF A MEETING OF THE  
BOARD OF TRUSTEES OF  
THE WILLIAM K. SANFORD TOWN LIBRARY**

A meeting of the Board of Trustees of the William K. Sanford Town Library was held on Wednesday, January 18, 2012.

Present: President Anne Kuthy, Vice-President Cindy Dott, Secretary Matthew D. Sissman, Jason Kramer, Janet Judge.

Also Present: Library Director Richard Naylor.

Absent: Trustee Rosemary Armao, Library Liaison to the Town Board, Town Board Member Linda Murphy.

The meeting was called to order at 6:15 PM by President Anne Kuthy. Anne Kuthy made the first order of business review and approval of minutes for the November 16<sup>th</sup>, 2011 meeting. On a motion by Trustee Sissman to accept the minutes with a second by Trustee Kramer, the minutes for November were approved by unanimous vote.

**ELECTION OF OFFICERS:**

The following officers were elected by acclamation: Anne Kuthy, President, Cindy Dott, Vice-President, Matthew D. Sissman, Secretary.

**DESIGNATION OF COMMITTEES AND CHAIRS:**

**BUDGET AND FINANCE COMMITTEE**

Jason Kramer- Chair  
Matthew D. Sissman

**FRIENDS LIAISON**

Rosemary Armao

**LONG RANGE PLANNING COMMITTEE/BUILDINGS & GROUNDS**

Matthew D. Sissman- Chair  
Rosemary Armao  
Cindy Dott  
Janet Judge  
Jason Kramer  
Anne Kuthy

**PERSONNEL COMMITTEE**

Janet Judge- Chair  
Anne Kuthy  
Cindy Dott

**POLICY AND PUBLIC RELATIONS COMMITTEE**

Cindy Dott- Chair  
Rosemary Armao

## **UHLS**

Anne Kuthy

### **ESTABLISHMENT OF BOARD MEETING DAY FOR 2012**

On a motion by Trustee Judge with a second by Trustee Kramer, it was unanimously agreed to keep the library board meeting night the 3<sup>rd</sup> Wednesday of the month with meetings to begin at 6:15PM.

### **NEW LIBRARY OPERATING HOURS**

On a motion by Trustee Judge with a second by Trustee Dott, new library operating hours will be Monday -Thursday 9AM - 8PM, Friday 9AM - 6PM, Saturday 9AM - 5PM, Sunday 1PM-5PM. The motion passed unanimously to accept the new revised library operating hours.

Consistent with previous practice, on a motion by Trustee Sissman with a second by Trustee Kramer the library will close on Sundays during the summer between Memorial Day Sunday and Labor Day Sunday. The motion passed unanimously.

In addition, on a motion made by Trustee Judge with a second by Trustee Kramer the library will close for Memorial Day Weekend and Labor Day Weekend. The motion passed unanimously.

Also, on a motion by Trustee Dott with a second by Trustee Judge, the Board unanimously agreed that the Library be closed on Easter Sunday.

### **PUBLIC COMMENT:**

No member of the public attending the meeting, therefore no public comment was offered.

### **DIRECTOR'S REPORT:**

Time Warner Cable engineers have been at the Library and we anticipate in short order that the government channel programming will be accessible for Verizon/FIOS customers as well.

Circulation was the biggest topic, circulation having been down by 20,000 by the end of the year. Circulation is down 2.6% for Colonie Residents and 9.7% for non-Colonie Residents. There has been a shift to e-books. Director Richard Naylor reports that 6 % of all books in the country are now e-books, and that the WKSTL is now checking out 2% e-books. Statistics indicate that there are people who are coming to the library for specific events and they are not necessarily checking out books. Mr. Naylor said that there were a number of items that the WKSTL was going to work on to try to improve the circulation.

Mr. Naylor reported that we were at 98.7% of the budget for 2011. Not having the librarian III and the energy savings were what enabled us to come in at that number. Mr. Naylor reported that after 2 pay periods the WKSTL remains on schedule to remain within the projections designated. There also continues to be savings concerning the expenditures on energy for the facility.

**BUDGET AND FINANCE:**

No report from budget and finance.

**LONG RANGE PLANNING BUILDINGS AND GROUNDS:**

No report from long range planning buildings and grounds.

**PERSONNEL:**

There was a resignation in the circulation department. On a motion made by Trustee Sissman with a second by Trustee Dott the Board unanimously agreed accept the resignation of the employee.

**POLICY AND PUBLIC RELATIONS:**

Trustee Dott reported that she has spoken with Trustee Rosemary Armao to complete the policy project. They are going to discuss future dates when this project will be completed.

**UHLS:**

No report from UHLS.

**FRIENDS UPDATE:**

Trustee Dott reported that on March 10<sup>th</sup> the Book Nook will be reorganized and the Friends Group will be looking for volunteers to staff the Book Nook. The book sale is scheduled for April 14<sup>th</sup> and 15<sup>th</sup> at The Crossings. Cindy Dott has made several contacts in furtherance of improving the results of this project.

**OLD BUSINESS:**

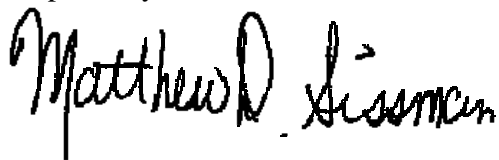
There was no old business to report.

**NEW BUSINESS:**

There was no new business to report.

Trustee Sissman made a motion, seconded by Trustee Judge to adjourn. The motion passed unanimously with the meeting adjourned at 7:30 PM.

Respectfully Submitted,



Matthew D. Sissman  
Secretary to the Board of Trustees  
William K. Sanford Town Library