

**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, September 21, 2011.

Present: President Anne Kuthy, Vice-President Cindy Dott, Secretary Matthew D. Sissman, Trustee Rosemary Armao, Library Liaison to the Town Board, Town Board Member Linda Murphy.

Also Present: Library Director Richard Naylor.

Absent: Trustees Jason Kramer, Janet Judge and Janet Kiffney.

The meeting was called to order at 6:15 PM by Board President Anne Kuthy. Anne Kuthy made the first order of business the review and approval of minutes for the July 20, 2011 meeting. On a motion by Trustee Cindy Dott to accept the minutes, with a second by Trustee Rosemary Armao, the minutes for July were approved by unanimous vote.

PUBLIC COMMENT:

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

DIRECTOR'S REPORT:

Library Director Richard Naylor indicated that he was pleased to report that the project involving the movement of the furniture that he had discussed in an earlier meeting has been completed. Staff and patrons both seem to be pleased with the results. The photography show was a success. Mr. Naylor reported thus far a savings of \$3,000.00 to \$4,000.00 per month with the new HVAC system. He also reported that the trustee training date was 10/5/11 at 6:15 PM.

Mr. Naylor reported that the custodial staff has done a dynamite job repairing the carpet cleaning apparatus, and cleaning the carpeting in the Stedman Room. He said that we plan on sending several chairs to Davies Office Refurbishing for the quoted price of \$395.00 per chair to repair. He stated that these chairs will be repaired as can be done on an ongoing basis. Mr. Naylor also reported that the custodial staff believe that they are going to be able to clean the façade and bricks on the exterior of the WKSTL.

The children's department had over 1,000 signed up for the summer reading program for the first time. He also reported that we continue to save about \$6,000.00 per month for the full time line in the budget. Circulation continues to be down slightly, but September may make up the difference. Mr. Naylor stated that we don't have enough e-books in the system, and this is an area in which more money will be appropriated from UHLS toward increasing the number of e-books that are available system wide. Changing demographics of user patrons may help drive an increase in the number of e-books.

BUDGET AND FINANCE:

Mr. Naylor reported that he had been approached by the Town's Budget Committee, and they are requesting that the WKSTL cut an additional \$40,000.00 from the library's current budget. The

Committee reported that they had examined the operating hours of other local libraries, and have reported that several libraries open an hour later than the WKSTL does. Mr. Naylor offered that as a counter proposal the library might consider closing on Sunday. He said that the Budget Committee suggested that the extra hour of closure could save a specified amount of money, but Mr. Naylor stated that he felt the amount would be much less. He reported that the library's proposal would be to close the library an hour earlier at 8:00PM, rather than opening an hour later in the morning. He said that if we close the library an hour early we would keep one full time employee until 9:00 PM to manage attendee egress for the evening programming, as many of the events begin at 7:00 PM. He said that there is nothing left that would be easy to cut. The BOT of the WKSTL discussed various options to deal with closing the projected gap and the manner of closing the identified gap. All of the options will continue to be explored and be on the table.

Mr. Naylor noted that the WKSTL has a much higher percentage of part time employees than other departments in the Town. He said that the WKSTL now has a total of 31 part time staff and 18 full time employees.

LONG RANGE PLANNING BUILDINGS AND GROUNDS:

There was nothing to report this month.

PERSONNEL:

There were no personnel matters to deal with this month.

POLICY AND PUBLIC RELATIONS:

Trustee Dott reported that she had met with Trustee Janet Kiffney, and that there were several matters which they would continue to work on.

UHLS:

Board President Kuthy had nothing to report this month.

FRIENDS UPDATE:

Trustee Rosemary Armao reported the Friends have \$2,000.00 for a new computer, and an additional \$1,000.00 which may be used for the refurbishment of the chairs. Trustee Armao said that the book sales have gone very well for this summer. Trustee Armao and Mr. Naylor reported that they have produced a commercial for the Town government channel to promote the Friends Group.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

On a motion by Trustee Kuthy and a second by Trustee Armao, the Board unanimously passed a resolution to rescind the increase in the maximum overdue materials fee. The fee will stay at \$5.00 and not increase to \$7.00.

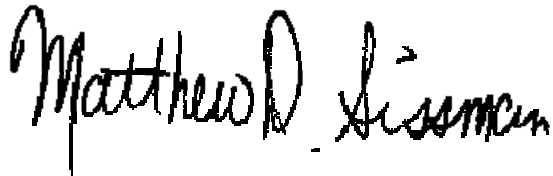
On a motion by Trustee Dott with a second by Trustee Kuthy, the Board unanimously agreed to reinstate the currently classified as abandoned property the Trustees Fund account to an active account at Pioneer Bank. The Board authorized the President and Vice-President to be able to withdraw funds in full and donate the funds to the Friends of the WKSTL on behalf of the current members of the BOT of the WKSTL.

On a motion by Trustee Armao with a second by Trustee Dott, the Board unanimously agreed to close the library on Christmas Eve this year.

On a motion by Trustee Sissman and a second by Trustee Dott, the Board unanimously agreed to accept the agreement for UHLS Library Access Network (UHLAN) services as presented.

Trustee Armao made a motion, seconded by Trustee Sissman to adjourn. The motion passed unanimously. The meeting adjourned at 7:40 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Matthew D. Sissman". The signature is written in a cursive style with a large initial "M" and a distinct "D" and "S".

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