

**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, November 16, 2011.

Present: President Anne Kuthy, Vice-President Cindy Dott, Secretary Matthew D. Sissman, Jason Kramer, Janet Judge, Janet Kiffney and Library Liaison to the Town Board, Town Board Member Linda Murphy

Also Present: Library Director Richard Naylor, Jean Donovan.

Absent: Trustee Rosemary Armao.

The meeting was called to order at 6:17 PM by President Anne Kuthy. Anne Kuthy made the first order of business the review and approval of the minutes for the October 19<sup>th</sup>, 2011 meeting. On a motion by Trustee Matthew Sissman to accept the minutes with a second by Trustee Cindy Dott, the minutes for October were approved by vote with Trustee Kiffney abstaining.

**PUBLIC COMMENT:**

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

**DIRECTOR'S REPORT:**

Circulation was down from last month. Mr. Naylor said that he expects a jump in circulation of downloadable books after the new year as people receive electronic books as holiday gifts. He also reported that the UHLS system approved the system wide budget for e-books. He indicated that there is an ongoing effort for each of the libraries within the system to be spending proportionally the same amount of budgets on e-books system wide. This is something that is still being worked on.

Mr. Naylor stated that there has been an increase in use in the area where the new tables were put in, in place of the reference shelves. He also noted that one of the main lights in front of the library is still out, and Linda Murphy indicated that she would bring the matter up with the appropriate Town agency following tonight's meeting.

Mr. Naylor indicated that the service with the microfilming of the *Times Union* was going to end in the near future. He also indicated that there remained an \$89,000.00 deficit that the WKSTL is trying to deal with. Apart from that, Mr. Naylor indicated that the WKSTL continues to remain within its projected expenditures. Cash receipts continue to be up, and are more than what we expected to have received.

**BUDGET AND FINANCE:**

Mr. Naylor reported that the Town's projection of budget economies by cutting an hour per day from library operation would actually save half of the Town's projection. He stated that in order to realize the actual economy envisioned would require a greater alteration of the library's operating hours. Mr. Naylor went through a number of scenarios concerning what specific schedule alterations

would be in order. He reaffirmed the WKSTL dedication to expending the funds on e-books, notwithstanding the economies that would have to be realized to balance the library's budget. The solution appears to be closing the WKSTL one hour earlier on Monday-Thursday (at 8PM) and then also not open at all on Sunday, which would save an additional 5 hours. There was a discussion and it was agreed that this would be the best way to meet the necessary financial goals, while minimally impacting the quality of the library's services while the library is open. There was a spirited discussion of the different options that could be pursued to deal with the circumstance. Trustee Janet Kiffney made a motion to amend library hours to be 9AM - 8PM Monday – Thursday, 9AM - 6PM for Friday, 9AM – 5PM for Saturday, and closed on Sunday (9 total hours per week reduction) contingent on present budget appropriation, the motion to amend library hours was seconded by Trustee Jason Kramer. Aye votes were offered by Trustees Kramer, Sissman, Kiffney, Dott, and Kuthy with a nay vote by Trustee Janet Judge. The motion passed by a vote of 5-1. All trustees voting in the affirmative on this motion voted with great reluctance.

### **LONG RANGE PLANNING BUILDINGS AND GROUNDS:**

There was no report from long range planning buildings and grounds.

### **PERSONNEL:**

There were no personnel matters to deal with this month.

### **POLICY AND PUBLIC RELATIONS:**

There was nothing to report.

### **UHLS:**

There was nothing to report.

### **FRIENDS UPDATE:**

There was no update from the Friends Group.

### **OLD BUSINESS:**

The Board of Trustees of the WKSTL considered and is now putting on the library website the minutes of the meetings of the Board of Trustees. There was a perusal of what the Bethlehem Public Library puts on its web site. The minutes of the previous meeting will be shared with the Board, for their review and suggested revision with a deadline for response before the minutes are published.

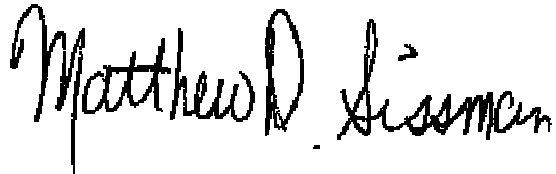
### **NEW BUSINESS:**

Trustee Dott indicated that she had learned of a program from Sam's Club in which Sam's Club will assist an organization in a fundraising event with a Sam's Club employee. The organization would be eligible for a grant from Sam's Club of up to \$1,000.00. Cindy Dott said that she would share the specifics of this opportunity with the Friends of the WKSTL to aid them in their fundraising efforts.

The Board of Trustees considered the scheduling for 2012. Trustee Kiffney moved that for the 2012 year, the WKSTL close on all Town holidays, and remain open on Saturdays. The motion was seconded by Trustee Kramer and the motion passed unanimously.

Trustee Kiffney made a motion, seconded by Trustee Sissman to adjourn. The motion passed unanimously. The meeting adjourned at 7:20 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, prominent "M" and "S".

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