

PITTSFORD COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

February 11, 2009

Present: Jeff Cimmerer, Ken Knight, Bonnie Maddox, Steve Moore, Danielle Kress, Friends Liaison Representative Karen White, High School Liaison Jeff Sweet, PCL Director Marjorie Shelly, and Library Clerk Linda Baroody.

Not present: Russell Lisson, Enid Ryen, and John Higgins.

The abstracts were signed. Total amount: \$12,282.67.

Jeff Cimmerer brought the meeting to order at 7pm. The Trustees accepted the minutes of the January 14 meeting following a motion to approve by Ken Knight and seconded by Bonnie Maddox. Jeff welcomed Danielle Kress as the new Trustee and Karen White as the Friends Representative to the meeting.

TOWN LIAISON: John Higgins was unable to attend.

FRIENDS LIAISON: The Friends Executive Committee is working to purchase liability insurance for the book sales and to establish a regular auditing procedure. There will be a table staffed by Friends in the Library hallway on February 14 to promote the sale of memberships. There will also be a raffle to encourage the sale of memberships and a distribution of the Bon-Ton Community books.

HIGH SCHOOL LIAISON: February break begins Monday, February 16, 2009. After the vacation high school students will begin working on an I Search paper that will focus on the structure of a research paper.

DIRECTOR'S MONTHLY REPORT:

- Patty Uttaro is the new Director of MCLS/RPL. There will be a luncheon in early March at Pittsford Community Library to introduce her to the staff. The Library Trustees are invited to attend.
- MCLS is planning for big budget cuts. Subscriptions to current databases will be dropped. Databases supplied by the state will continue.
- New York State has not signed state contracts for library materials. This is holding up the purchase of new books.
- Marjorie requested that the Library Board authorize Jeff Cimmerer to sign her contract as MCLS/RPL Liaison. Bonnie Maddox so moved; Ken Knight seconded the motion, which was passed by the Board.
- The meeting with Assemblyman Joe Errigo has been rescheduled to March 6. Marjorie encourages Trustees to attend and will send an email reminder.

- Marjorie distributed copies of the Pittsford Library Disaster Plan. It is primarily a plan to implement in a water disaster and a supplement to the Town of Pittsford Emergency Response Plan. Two items remain to be added—a prioritized list of items to save and a disaster kit to be used in such an emergency. She will take questions about the plan at the March meeting. Ken Knight proposed a spontaneous drill at some point to help the staff practice.

FINAL 2008 BUDGET REPORT: Marjorie distributed the final budget report for 2008 (not yet audited). Of the \$1,008,583 budgeted, all but \$32,185 was spent or encumbered for payment in 2009. Of the unspent amount, salaries and benefits accounted for \$27,326; the copier line for \$4,148. On the revenue side, fines and system grants exceeded budgeted amounts, and it was not necessary to spend money from the Library fund balance.

FOUNDATION FUNDING REQUEST: Marjorie distributed for Trustee approval a proposed funding request to submit to the Foundation. The request covers funding for programs, downloadable audio books, Homework Helper, and a book display unit. Jeff Cimmerer moved that the Trustees approve the proposal for submission to the Foundation. The motion was seconded by Bonnie Maddox and passed by the Board.

The meeting was moved to the Learning Center for discussion of the Library Web Page. The Trustees reviewed the sites of Greece Library, Brighton Library, and Pittsford Library and compiled the following suggestions for PCL:

- Better navigation on the site
- More information about Friends, Foundation, and “who we are”
- Improved program presentation.

There being no objection, Jeff Cimmerer adjourned the meeting at 8:20pm.

Respectfully submitted,

Linda Baroody