

**MINUTES
PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
February 10, 2010**

PRESENT

Stephen Moore, Danielle Kress, Jeff Cimmerer, Russell Lisson, Bonnie Maddox

ABSENT

Ken Knight, Enid Ryen

ALSO PRESENT

Sandy Zutes, Ed Kinnen, Namita Sarraf, Marjorie Shelly, Lori O'Connor

ATTENDANCE OF GENERAL PUBLIC

None

MINUTES

January 13, 2010 – Approved as written

ABSTRACTS SIGNED

\$ 9,059.28

Board Vice President Russell Lisson opened the meeting at 7:06 pm

TOWN LIAISON REPORT

- The Town of Pittsford has contracted with an energy audit firm to conduct a review, the library building to be included
- April 10, 2010, Town will host an Energy Meeting highlighting speaker programs to be conducted by experts in energy conservation. Topics include the low carbon diet, geothermal energy sources, by presenters from NYSERDA, The Sierra Club and others.

FRIENDS LIAISON REPORT

- Danielle Kress discussed her findings regarding book sales and state sales tax reporting requirements for 501c3 organizations found in Publication 843. Confirmed that mandated sales tax collection is required for three or more sales events per fiscal year. Noted that no dollar limitations were specified.
- Russell Lisson encouraged all to join the Friends of the Pittsford Community Library.

HIGH SCHOOL LIAISON REPORT

- Pittsford High School students utilized the library for study time in recent weeks as they prepared for Regents and mid-term exams. With the completion of exams students will be settling into a more regular routine, including research for assignments and papers

DIRECTOR'S MONTHLY REPORT

- The 2010 Library foundation funding request was presented and approved unanimously.
- Discussion regarding donated aboriginal artwork. Marjorie Shelly to check on insurance guidelines, local experts from Rochester Museum and Science Center and the Eastman House will be consulted for proper display procedures
- March 20 is the MCLS Library Trustee orientation, followed in April by MCLS Finance as part of the ongoing library trustee education. These programs provide excellent opportunities for development.
- Patty Uttaro, MCLS Director is developing legislative communications intended to improve visibility of library needs with county legislators. Trustee participation is encouraged

- New meeting room reservation software implementation is underway at the Town Recreation Department and will be used to book all Town facilities including the library meeting rooms. The program registration software will not be used by the library as the data requirements exceed library program needs
- 2009 cumulative statistics have been corrected for the months of July and December and in total. Since 2006 circulation increased 21%, door count increased 7% and staffing remained the same. Discussed staffing as a component of patron satisfaction, considering use of self service kiosks such as those currently in use at Rochester Public Library

NEW BUSINESS

- The Long Range Planning Committee is drafting the scope, focus and scheduling for its activities. The committee members are Jeff Cimmerer, Ken Knight, Marjorie Shelly and Liz Barrett.

ANNOUNCEMENT

- Danielle Kress will not be able to attend the March meeting.

Meeting adjourned at 7:55 pm

Respectfully submitted,

Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE ON FILE AT THE PITTSFORD COMMUNITY LIBRARY.