

**MINUTES  
PITTSFORD COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
DECEMBER 7, 2011**

**PRESENT**

Ken Knight, Danielle Kress, Bonnie Maddox, Michael Labombarda, Enid Ryen, Paula Liebschutz, Stephen Moore

**ALSO PRESENT**

Emily Burns, Marjorie Shelly, Liz Barrett

**ATTENDANCE OF GENERAL PUBLIC**

None

**ABSTRACTS SIGNED**

\$ 17,255.90

Board President Ken Knight called the meeting to order at 7:03 pm.

**MINUTES**

- Bonnie Maddox moved that the minutes of the November 9, 2011 minutes be approved as written. Stephen Moore seconded and the motion passed.

**HIGH SCHOOL LIAISON REPORT**

- Emily Burns reported that plans for Spirit Week and the Rainbow Classic are well underway.
- The first issue of the *Midnight Express* was recently published.

**DIRECTOR'S REPORT**

- 2011 year-to-date expenditures were reviewed and reported to be within budget. Requested approval for a transfer from the equipment line to the database line in the amount of \$ 275.00. Enid Ryen motioned to approve the transfer, Michael Labombarda seconded the motion. Motion carried.
- Discussed the Homework Helper program, reporting no requests regarding the online service since the subscription ran out. Marjorie Shelly requested approval for redistribution of the Foundation funds for the purchase of touch screen computers in the amount of \$ 2300.00, a currency acceptor for the Ecommons printing kiosk in the amount of \$ 500.00 and the balance of \$ 5000.00 for books, DVDs, and eBooks. Bonnie Maddox moved that the Foundation funds be repurposed as stated. Paula Liebschutz seconded the motion. The motion was approved.
- Proposed early closing of the library at 3:00 pm on Saturday, December 31<sup>st</sup>. This would be 2 hours earlier than the usual 5:00 pm Saturday closing time. Discussed the possibility of closing earlier in future years for the New Year's Eve Holiday. Danielle Kress moved to approve the early closing; Bonnie Maddox seconded the motion which carried.
- The Trustees were reminded of the second abstract to be signed for end of fiscal year disbursements. The abstracts will be available at the library information desk from 9:00 am – 9:00 pm on Thursday, December 29<sup>th</sup>. Ken Knight, Bonnie Maddox, Danielle Kress, Stephen Moore and Michael Labombarda will be available on that day to sign the abstracts.
- Noted that circulation statistics are being reviewed due to a problem with the spreadsheet provided by MCLS. The end of year statistics will be available for the January 2012 Trustee meeting.

**COMMITTEE REPORT**

- Volunteer Lunch Procedure Documentation – Danielle Kress submitted a draft report on the volunteer lunch procedures. Suggestions were made to include attendance and total expenses. The final report will be filed in the library's administrative office.

## **NEW BUSINESS**

- Further details regarding 2011 budget items included discussion of the replacement purchase of three task chairs costing \$ 465.00 for the circulation workroom. Several office chairs are also scheduled for repair. Approximately \$ 2300.00 on the library materials lines will be reallocated. Final reporting of 2011 expenditures will occur after the audit, anticipated in March 2012.

## **OLD BUSINESS**

- Ken Knight thanked the Trustees for their support during his term as Board Chair and symbolically handed over the chair to Russell Lisson as the incoming president for 2012. In turn, appreciation was expressed for Ken's service as President.

There being no objection, Board President Ken Knight adjourned the meeting at 7:37 pm.

Respectfully submitted,

Lori O'Connor  
Library Clerk

**OFFICIAL BOARD MINUTES ARE ON FILE IN THE PITTSFORD COMMUNITY LIBRARY**