

North Castle Public Library

Library Board of Trustee Minutes – November 9, 2015

Sean Ryan called meeting to order at 7:35PM

In attendance:

Trustees: David Charney, Lisa Meyer Chorne, Jerry March, Stephanie Paul and Sean Ryan.

Library: Megan Dean, Edie Martimucci

Friends: Marilyn Heimerdinger

Approval of Minutes: A motion to approve the October 21, 2015 minutes was made by Jerry and seconded by Stephanie. All were in favor.

Approval of Warrant: An amended version Warrant No. 10 was distributed. The total amount of Warrant 10 is \$53,041.77 of which the Friends are paying \$11,121.25 - Thank you, Friends!!! Jerry made motion to approve Warrant 10 and David seconded. All were in favor.

Approval of NCPL Break Schedule: David made the motion and Lisa seconded to approve the NCPL break schedule (attached). All were in favor.

Approval of Salary Increase: Lisa made the motion and Stephanie seconded to increase compensation for Karen Proft from \$24/hour to \$26/hour effective December 1, 2015. All were in favor.

Brainstorming Discussion – How to Structure NCPL’s Virtual Library and Expand Database Usage Growth:

- Restructure how we present our virtual library on our website and in our communications with our patrons.
- Focus and organize our virtual library based on how our patrons use/will use our digital assets. Focus on areas of community interest – i.e. health (Grey House), travel (Global Road Warrior), literature (Artemis, Novelist, Salem Literature), news (Flipster and NY Times), etc.
- Evaluate partnerships with other organizations to enable new or expanded capabilities in our virtual library. For example, partner with a hospital to expand medical information available to patrons. This is an area where digital solutions can be kept way more current than physical assets.
- Increase marketing of our virtual library and our databases leveraging tools like Constant Contact.
- Emphasize usage and cost/benefit value of databases/digital assets rather than the cost of each item. Usage is important whether it is measured by NYS or WLS or not. We need to meet the needs of our community. Add cost of each digital asset to our spreadsheet with our digital asset performance to enable better evaluation of each assets value.
- Investigate additional newspaper/magazine alternatives similar to the recent NY Times implementation. Examples should include Wall Street Journal, Barron’s and Consumer Reports.

- Increased use of database information to better target our marketing.
- Introduce literature databases to our book clubs.
- Leverage of our programming to introduce and drive usage of our digital assets.

Next Month's Brainstorming Discussion – Long Term Strategy and 2015 Annual Report and how to publicize to maximize community understand NCPL direction, services and accomplishments.

The meeting was adjourned at 8:50 pm. Our next meeting will take place on December 14, 2015.

Respectfully submitted by,

Sean C. Ryan

NCPL Staff Meal and Breaks (Union & non-union employees)

- Meals are not payable time
- Breaks are paid time

- Scheduled over 7 hours = 30 minute meal & 15 minute break
- Scheduled over 6 hours and under 7 hours = 30 minute meal
- Scheduled 4 hours and less than 6 hours = 15 minute break
- Scheduled under 4 hours = No break

- On Sundays when only one librarian (Librarian in charge) is working, they must remain in the building during their break.
- For additional information regarding union breaks, see: CSEA Local 1000 AFSCME, AFL-CIO, section 6.2
- For additional information regarding the town policy on breaks, see: Town of North Castle Employee Practices Compliance Manual, section 3.2 Meal and Rest Periods.