

# **North Castle Public Library**

## **Library Board of Trustee Minutes – Oct 15, 2013**

Sean Ryan called meeting to order at 7:35 pm

**In attendance:** □

**Trustees:** David Charney, John Naclerio, Sean Ryan, Jerry March, Jeanne Lapsaker, Scott Snopnik, Jennifer Paulson Lee

**Library Director:** Scott Jarzombek

**Town Board:** Michael Schiliro

### **Opening Comments:**

**Approval of Minutes:** October 15, 2013. John moved. David second. All were in favor.

**Approval of Warrant** Warrant No. 10 for a total of \$ 28,372.94 was submitted and approved. Scott made the motion to approve Warrant No.10 and Jerry seconded. All were in favor. Sean signed the warrant.

NOTE: Warrant will now issue to the BOT ahead of time for efficiency of time. Items of concern or question will now be addressed ahead of the meeting, and John, as Treasurer, will lead discussions concerning the Warrant.

### **Director's Report:**

**Building:** Changes to bathroom assignment – upstairs bathroom is now public, and parking in front is reserved for patrons only. Also a railing will be added the inside of Whippoorwill Hall. New cleaning service has been implemented. HR is now handled by the town as well as some financial items are handled now by the Town. A leadership team within employees has now been created by Scott. Response is positive.

**Marketing:** We now have “staff picks” with a bookmark inside with their image and other book suggestions.

Incidents: Teen room nare-do-well was addressed. Patron attending a movie at the library fell – this is being treated as serious complaint and the Town has been notified. Light bulb exploded, Art show was fantastic and was a great opportunity to meet the community.

**Transformation Focus Items:** There is now a dashboard format the BOT are utilizing for communication with Scott to make sure we work together efficiently and monitor that priorities are met in a timely fashion.

- Self Checkout – a new system being offered by WLS enabling this service to be more affordable. Plans are to implement the system no later than Jan.

**New Business:** Town-wide wifi. Scott recommended the library head the service. Provides

**Media Policy** – There is a boiler plate media policy now available now. Should be reviewed and approved by the town so that there is – will be posted on our fb

**Budget** – adjustments have been made to our budget to make sure the Fund Balance is not borrowed from to operate by 2015. We will be moving into a five year terms oversight also headed by our treasurer, John Naclero.

**Board Committees:**

**Whippoorwill Hall:** We need a mission statement. This statement will be drafted by our director. Jeanne, Jerry, Jen are members.

**Marketing:** not met yet – but will in the near future.

**Personnel:** LJ has been approved to fill the part-time Children’s librarian position on the condition she takes the civil service

exam. Jeanne made motion to approve, Scott second. All were in favor.

Karen Profit as hourly adult librarian was voted. Jeanne made motion to approve. Scott second. All were in favor.

For future, there will be Trustee presentations by the staff to review statistics.

The meeting was adjourned at 9:24 pm. Our next meeting will take place November 11, 2013 at 7:30pm.

Respectfully submitted by,

Jennifer Paulson Lee