

Mount Kisco Public Library  
Library Board of Trustees Meeting,  
January 26, 2012, Approved 2/9/12

The meeting was called to order by Christienne Genaro, President at 7:10 PM. The quorum requirement was met with the following people in attendance:

Board Members present: Christienne Genaro, Alan Antin, Burt Solomon, John DePhillips, Martha Glantz, Jacqueline Vedder, Dennis Gochuico.

Also present from the Library: Library Business Manager, Lisa Graziadei; Acting Director, Mary Ayers.

#### Minutes

The minutes of the December 20, 2011 meeting were approved as submitted on a motion by Mr. Antin and seconded by Mr. Solomon. The motion passed with 7 votes in favor.

#### Action Items

Meeting Calendar Changes: President Genaro proposed changes to the Library Board 2012 meeting calendar. Approval to reschedule the February 2012 Board of Trustees meeting to Thursday, February 9, 2012 from Tuesday, February 21, 2012 was approved by 7 votes in favor.

The September meeting to be rescheduled to September 25, 2012 from September 18, 2012 was also approved by 7 votes. Trustees DePhillips and Vedder cannot attend February 9, 2012 meeting.

Reader's Digest Grant Funds: Discussion of whether a standing amount from what were formerly Reader's Digest Grant funds restricted to the purchase of reference materials, with such restrictions since lifted, should be allocated each year for this purpose. Questions were asked about the amount in the account, what had the monies been spent on in the past, and were the funds generating income. Treasurer Antin, shared the balance in the account, and that the 2 library copiers had been purchased by the Trustees and that monthly income was earned, from copier use, maintaining a flat balance. There are no earmarked expenses from the account. A question was raised that if the funds were not spent for the historical purpose, how would they be spent. The Trustees had approved in August 2010 to support purchase of reference materials up to \$2500 a year. [Excerpt of minutes in meeting packet] Acting Director Ayers presented her account of the historical use of these funds and what had been purchased in the last year by the use of Trustee funds and that she is seeking clarification of the Board's intention for financial support of reference collection development. Currently funding is sought for the purchase of a reference e-book collection for a cost of \$500 and the 2012 hosting fee for same of \$50. The *Value Line*, a reference resource for investment research was renewed for 2 years in March 2011 from Trustee account funds.

A motion to approve the expenditure of \$550 for the purchase of the e-book reference collection and the 2012 hosting fee was approved by vote of 7 in favor.

A motion to defer a vote of whether or not to make collection funding an overall part of the Trustee budget was approved by a vote of 7 in favor.

Mayor Michael Cindrach joined the meeting. Mayor Cindrach reviewed the evolution of how the library arrived to where it is today, including a summary history of the various building proposals, and that although the size of the new building was decreased, the building was over budget due to increased materials costs and the decision to go to geothermal HVAC. He traced the financial obligations incurred by the Village as a result of the construction of the new building and the failure of the Library Foundation to raised the full amount of promised funds. He stated that no one expected the economic downturn that occurred during the construction time period and that has continued. He stressed his support for the Library and that it is a valuable community resource and socialization center. The Village has lost tax ratables and has infrastructure needs, and the Library Board, he hopes, will keep this in mind as it prepares its budget. A comment was made that in other communities library programming, including salaried staff, is a line item. Mayor Cindrach stated that it is unfortunate that that cannot be the case in Mt. Kisco, but the Friends of the Mount Kisco Library should continue to build membership and the Mount Kisco Library Foundation should continue its work to enhance the building. President Genaro informed the Mayor that Trustee Vedder has become the liason between the Library Board and the Friends of the Mount Kisco Library and the Mount Kisco Library Foundation. The Mayor offered his assistance in having building punch list items completed. The Mayor thanked the Board for their time and left the meeting. There was discussion about the content of the Mayor's message and how it should affect the Library Board's budget preparation.

The need for a secretary for the Library Board was brought to discussion by President Genaro. The question was raised whether the secretary should be a Board member or a staff member. Another question was raised that if the secretary was staff member, could extra compensation be offered to make the position more attractive. A further question was raised as to the duties and qualifications of the Board secretary. President Genaro stated that the secretary has the responsibility of taking minutes at Board meetings and posting them on the Library homepage within 2 weeks of a Board meeting. The secretary should also be acquainted with meeting rules of order and open meeting laws. There was discussion about whether there had been lack of detail in Board minutes in the past. It was proposed that the secretary be a Library Board member and President Genaro asked for volunteers. Trustee Gochuico volunteered.

The proposal that the Secretary of the Library Board of Trustees be a Trustee and the appointment of Trustee Gochuico to the position of Library Board Secretary was approved by a vote of 6. Trustee Gochuico abstained.

Further information of what meeting documents must be posted will be sought from the Village Attorney by President Genaro and from WLS by Business Manager Graziadei.

The discussion of the Library meeting room rental policy was deferred to the February 9, 2012 meeting.

Budget discussion. Budget Committee members Trustee Glantz, President Genaro, Business Manager Graziadei and Acting Director Ayers went through what has been developed to date. The budget is a lean one. Collections and staff are the only items where a cut would produce significant reductions. There was a discussion as to how to defend the collection budget— to tell the story behind it, document its use and demonstrate the necessity of maintaining funding levels. Discussion weighed the pros and cons in relationship to the time staff and Board member would need to devote to develop the defense and whether this time commitment could be justified. A proposal to have library staff and members of the Library Board Budget Committee devote time to develop a collection justification report including statistics of collection use, philosophy of collection development and demand for new formats prior to the meeting with Village Manager and Village Finance Department Head, was approved by a vote of 7. The growing popularity and demand of e-books and the necessity of buying in multiple formats to meet the needs of the diverse community was mentioned as an example. Outside contracts is another area where further detail is needed. Acting Director Ayers has asked for the contract from HVAC company, D.P. Wolff. Village Manager, James Palmer, is in discussions with this company about the existing contract and bills for service. Other contracts have been requested from Village Hall. Business Manager Graziadei will request contracts directly from vendors if these are not provided by the Village Administration

The use of existing funds for the purchase of replacements of administrative computers was discussed and Trustee Gochuico shared the conclusions of his examination of these computers and his recommendations. The motion to replace 3 administrative computers and 2 printers from FY 2011-12 budget funds was approved by 7 votes.

A discussion followed on the status of the search process for a new library director. President Genaro anticipates a decision to authorize the change of the position of Mount Kisco Public Library Director to an LJ-2 position from Westchester County Civil Service by the end of the week of January 30, 2011. Business Manager Graziadei stated that after canvas letters are sent out, candidates have 10 days to respond. Trustees should send their top 5 competencies that a director should possess to Trustee Glantz.

Having concluded all other business, the Board adjourned its meeting at 9:43 PM and went into Executive Session at 9:44 PM to discuss personnel matters. The executive session concluded at 10:00 PM and the regular meeting was re-convened at 10:01 PM and was adjourned at 10:02 PM by consensus.

The next regularly scheduled meeting of the Library Board of Trustees will be held on Thursday, February 9, 2012, at 7:00 PM at the Library.

Respectively submitted,

Mary B. Ayers  
Acting Director

Dennis Gochuico  
Secretary