

Philmont Public Library
124 Main Street
Philmont, NY 12565

Wednesday, Sept. 4, 2002

The meeting was called to order at 7:20 p.m. by President Christine Simoneau Hales. Present were Dot Bowes, Jesse Feiler, Ilona Garcen, Hales, Christine Kissel and Anna Skoda. David Naughton was absent. Also present was library director Peggy Alt and members of the public.

Feiler presented a question of precedence, in which he moved that an election of officers who would serve until May 31, 2003, be held immediately. The motion was discussed but not seconded.

The minutes from the emergency meeting of Aug. 3, 2002, were presented. Alt asked that a correction be made stating that the previous job description of library director was formulated five years ago, not ten. Skoda moved the minutes be accepted. Bowes seconded the motion, which was carried.

Hales submitted her president's report. (See attached.) Included was a sample format for future treasurer's report. Feiler noted that the format was misleading because it does not indicate when expenses are going over or under budget. Kissel recalled that Jesse's previous format showed the percentages of total money used in each category, which was helpful. Hales quoted from the NYS Library Trustee Handbook that "the board must have a method in place for the review and approval of all expenditures. All trustees should receive a monthly financial statement, prepared and approved by the library treasurer, showing receipts, expenditures and a comparison with the budget."

There was some discussion of the annual report, which is due in the spring. Feiler noted that it is extremely important to file these reports promptly because the state is now refusing funding to libraries that do not file them at the proper time.

Hales questioned which policies for the library are in writing. Our goal is to have a set of policies on such matters as computer behavior rules, internet access and use, use of the library by outside groups, responsibilities of each officer, etc. in one folder. Alt was asked to assemble as many as she could.

In response Alt suggested we also needed an emergency policy, as well as to establish rules about access to the library telephone, pets, unattended children and paying for copies. She gave us a copy of a memo from Josh Cohen about internet safety policy and a draft of our internet access and use policy, which the board needs to refine.

Mid-Hudson Library System has information on these policies and can help us formulate our long-range plan of service. This meeting was to have included a workshop with Josh Cohen of MHLS, which might have answered some of these questions. Cohen's visit has been postponed.

The director submitted her report. (See attached.) She announced that the library has hired an assistant, Carol DeBell, who was unable to attend this meeting because of a prior commitment. Alt also distributed a set of computer rules for discussion. In paragraph two it was agreed that we must rework the policy of having only one person seated at each computer. This does not allow for the situation whereby an adult is learning with guidance from another. Paragraph four raises the question of the library's responsibility in keeping discs for patron use. Feiler foresaw problems if such discs were missing, contaminated or requisitioned by authorities.

The library website needs an overhaul. The website has a \$672 bill, which Feiler offered to pay. He hopes the village board will reimburse him. In her report Alt offered suggestions to reduce expenditures on the website. Feiler also moved that the board authorize the \$15 registration fee so that Alt can attend the library marketing workshop at MHLS Sept. 27. Bowes seconded the motion, which was carried.

Feiler, who agreed to be acting treasurer at the finance/personnel meeting July 30, was unable to present a treasurer's report because he is still doing research. He is also attempting to straighten out the account of the Friends of the Library.

Feiler led a discussion of budgeting problems and possible solutions, including the idea of no longer buying DVDs and audios. He made a resolution that we cease buying videotapes and we obtain DVDs and audiotapes only as part of the MHLS rotating collection, rather than building our own. In the ensuing discussion Alt said the rotating collection duplicated too many titles we already have. Bowes suggested we appeal to library users to donate DVDs and videos. It was also suggested that specific fundraising might be done for DVDs and videos. Feiler's motion was not seconded.

He made a special point of explaining that the Philmont library is in a uniquely enviable position of receiving our funding from the village and state and is not obliged to raise money as most other libraries must.

Because of the open meeting law the secretary will give the director a list of the dates of our meetings, to be posted in the Register-Star. They are the first Wednesdays of each month at 7 p.m.: Oct. 2, Nov. 6, Dec. 4, Jan. 8, Feb. 5, March 5, April 2, May 7 and June 4. Since there are traditionally fewer meetings in the summer, we will decide the schedule closer to that time. The holidays on which the library will be closed are: Thanksgiving (Nov. 28, 2002), Christmas, (Dec. 25, 2002, a Wednesday), Jan. 1, 2003, Memorial day (May 26), July 4 and Labor Day (Sept. 1), Thanksgiving (Nov. 27) and Christmas. (Since July 4 and Christmas in 2003 are both on Friday, the library is closed anyway.) The motion on this matter was moved by Kissel and seconded by Skoda. It was carried.

A nominating committee to draw up a slate of officers to be reported at the Oct. 2 meeting was organized. Skoda is the chairman. Other members of the committee are Bowes, Feiler, Garcen and Kissel.

Garcen reported that the Friends of the Library is being revitalized. There are now 13 members.

Feiler moved that vouchers totaling \$398.71 be approved. Bowes seconded the motion, which was carried. The meeting went into executive session and was adjourned at 9:45 p.m.

Respectfully submitted,

Christine Kissel