

**Woodbury Public Library
Board of Trustees Meeting
7/25/2017
Highland Mills Branch**

Trustees in Attendance:

Dorothy Morris, President
Patricia Conques
Patricia Coogan
Angela McKeown Cooper
Cathy Schmidt
Gail Tummarello
Also present: Cathy Imburgia, Principal Library Clerk

Trustees Absent:

Ellie Pastel

The meeting was called to order at 7:00 p.m.

Adoption of Food and Drink Policy:

Motion by C. Schmidt, seconded by P. Conques to adopt policy restricting consumption of food and drink in library. All voted in favor of said motion.

Adoption of Cell Phone Policy:

Motion by P. Conques, seconded by G. Tummarello to adopt policy restricting use of cell phones in library. All voted in favor of said motion.

Adoption of Senior Center Request Form:

Motion by P. Conques, seconded by G. Tummarello to adopt form to be used by library staff requesting use of Senior Center for activities/programs. All voted in favor of said motion.

Adoption of Safety Data Sheet:

Motion by P. Coogan, seconded by C. Schmidt to adopt policy regarding record keeping of all hazardous materials brought into the library. Many art supplies and everyday cleaning supplies require safety data sheets. All voted in favor of said motion.

Revision of Patrons' Rules of Conduct:

Motion by C. Schmidt, seconded by P. Conques to replace the word "Rules" with the word "Code" in this already existing policy. All voted in favor of said motion.

Acceptance of Minutes:

Motion by C. Schmidt, seconded by P. Conques to accept minutes of June 27 meeting with the following change: Anita Baumann is the library assistant for adult services. All voted in favor of said motion.

Vouchers Accepted for Payment:

Motion by A. Cooper, seconded by C. Schmidt to accept 21 vouchers for payment. All voted in favor of said motion.

Closure of Central Valley Branch:

Motion by D. Morris, seconded by A. Cooper to keep CV branch closed while renovations are made. This is being done in the interest of public safety. Renovations will begin in August, and are scheduled to be completed in October. All voted in favor of said motion.

Upgrade of Eventkeeper:

Motion by C. Schmidt, seconded by A. Cooper to approve upgrades to Eventkeeper, the library's electronic, interactive calendar of events and programs. All voted in favor of said motion.

Increase to McNaughton Cut Off Level:

Motion by P. Conques, seconded by C. Schmidt to raise cut off level by one dollar for McNaughton books. This will allow the library to purchase more books by popular authors. All voted in favor of said motion.

Resignation of Sandra Soto:

Motion by G. Tummarello, seconded by P. Coogan to accept with regrets the resignation of Sandra Soto, library clerk.

Approval of Budget Modification:

Motion by C. Schmidt, seconded by P. Conques to approve moving \$1300 from personnel budget to equipment budget. All voted in favor of said motion.

Executive Session:

Motion by D. Morris, seconded by A. Cooper at 8:38pm to enter executive session to discuss personnel issues. All voted in favor of said motion.

Return to Regular Meeting at 9:44**Items discussed not requiring motions included:**

- Increase in use of museum passes available to patrons.
- Increase in number of patrons using Rosetta Stone language program.
- Search for library director continues; WPL Trustees are grateful to Cathy Imburgia our Principal Library Clerk who continues to do a fantastic job for our libraries. She has been coordinating with RCLS, overseeing financial matters, managing staff and establishing a rapport with town officials and town personnel in addition to her other duties.

Adjournment:

Motion by P. Coogan, seconded by D. Morris to adjourn meeting at 9:50. All voted in favor of said motion.

Next Meeting:

Next meeting will be held Tuesday August 29th at 7:00 pm.

Respectfully Submitted,

Patricia Coogan