

**MINUTES
PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
APRIL 12, 2017**

PRESENT

Ken Knight, Michael Labombarda, Jessica Izzo, Tracy Castleberry, Paul Seidel

ALSO PRESENT

Pam Burch, Mary Gehl Doyle, Vinise Bobrov, Jeanne Steinbrenner, Rhonda Rossman, Leah Motimaya

ABSTRACTS SIGNED

\$ 17,398.00

Board President Michael Labombarda called the meeting to order at 7 PM.

MINUTES

- **Ken Knight motioned for approval of the February 8, 2017 meeting minutes. Jessica Izzo seconded the motion which carried.**

HIGH SCHOOL LIAISON REPORT

- Leah Motimaya reported on activities at Mendon and Sutherland High Schools.
 - Advanced Placement exams start soon. Students will be visiting the library to study. After the exams students will be working on reading assignments.
 - MLA citation is being taught to seniors at both schools. Librarians are also working with students by modeling behaviors that can be anticipated at the collegiate level when working at libraries.
 - Juniors are reading *The Great Gatsby* by F. Scott Fitzgerald and sophomore students are doing research projects on topics they've selected themselves.
 - Copyright use and how it works for online images is being reviewed.
 - The British Literature Honors reading lists for summer are available on the school website.
 - Cross curriculum lessons continue.

FRIENDS LIAISON REPORT

- Pamela Burch reported that the friends are very busy preparing for the Spring Book Sale on May 5th, 6th, and 7th.
- The Friends are hosting a Red Cross Blood Drive in the Fisher Meeting Room on Thursday, April 27th from 1 – 6 pm. Donors will receive a coupon worth two dollars for purchases at next month's book sale.
- Income is on track with one and a half months left in the fiscal year.

TOWN BOARD LIAISON REPORT

- Mary Gehl Doyle commented on the usage of the library as a warming location during the March power outage. Over 1000 additional patrons were accommodated during this time.
- Starbucks will be coming to the library building space on the first floor soon.
- Spiegel Recreation Center renovations and sidewalk projects are all underway.

Vinise Bobrov and Jeanne Steinbrenner presented an overview of the '1000 Books Before Kindergarten' program and the Beanstack web application that provides a tracking and readers'

advisory tool for young readers and their families. **Funding for the Beanstack license with incentives for 3 years at \$ 5,500 was requested. Ken Knight motioned to approve the request for Friends funding. Paul Seidel seconded the motion which passed.**

DIRECTOR'S REPORT

- **Rhonda Rossman presented the NYS library report. Ken Knight motioned to submit the report as written and Jessica Izzo seconded the motion which was approved.**
- **Rhonda shared details of the Friends Wish List request for \$ 35,500 for the period beginning June 2017. Ken Knight motioned to approve the request with updates and Tracy Castleberry seconded the motion which carried.**
- The PCL Annual Report for 2016 was presented.
- A Social Media Policy was distributed for review.
- Rhonda shared comments from the Causewave workshop for branding that was attended by library staff and Shelley O'Brien, Town of Pittsford Communications Director on April 6th.
- **Paul Seidel motioned to approve the request for foundation funding for \$ 1500 for staff training and the volunteer luncheon. Ken Knight seconded the motion which carried.**
- Rhonda inquired about the Library Trustee Association membership.
- **Fixed asset disposition for the following item numbers was reviewed: 013268, 015814, 015820, 015921, 015830. Ken Knight motioned that the items be discarded as requested, Paul Seidel seconded the motion which was approved.**

NEW BUSINESS

- Ken Knight reviewed activity for the Foundation accounts for fiscal year 2016 and reported that all accounts are in good standing.
- **The 2017 Foundation Board Directory, including John Stewart as the Library Trustee Liaison was motioned for approval by Ken Knight, seconded by Paul Seidel and carried.**
- The 2016 final Town of Pittsford library budget review was completed with audited results presented by Rhonda Rossman.
- Trustee and Director Goals for 2017 were discussed and all items in process as planned.
- **The 2018 Library schedule for days closed was reviewed. Ken Knight motioned to approve the calendar as presented with Paul Seidel seconding the motion which carried.**

ONGOING BUSINESS

- **Paul Seidel moved that Trustee and Florence King accounts be moved to the library Foundation. Tracy Castleberry seconded the motion which was approved.**
- Paul will complete the audit following the closure of the accounts.

There being no objections, Michael Labombarda dismissed the meeting at 8:28 pm.

Respectfully submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY