

**TENAFLY PUBLIC LIBRARY  
MINUTES OF THE BOARD MEETING  
November 19, 2012**

The Board of Trustees of the Tenaflly Public Library met on November 19, 2012 at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Kathleen Cook, Vice President Patrick Rouse, Secretary/Treasurer Martin Gilbert, Mabel Allen, David DiGregorio and Soon Juhng.

Absent: Kenneth Altman, Martha Kerge and Arthur Peck

Staff present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Ms. Cook called the meeting to order at 7:30 p.m. Ms. Webb-Metz reported that notices of the meeting had been posted and sent to the media.

### **Minutes**

Board members approved the minutes of the regular board meeting of October 15, 2012.

Moved by: Mr. Rouse. Seconded by: Mrs. Juhng. Unanimously accepted.

### **Correspondence**

None

### **Treasurer's Report**

Dr. Gilbert reviewed with the Board the 2012 cumulative financial statements through October 2012 and reported that they were current and accurate.

### **Director's Report**

On October 7, October 25 and November 9 the fire alarm went off throughout the Borough complex and all buildings were evacuated. Staff followed the established safety procedures discussed at the Library's quarterly safety meetings.

Due to Hurricane Sandy, the Library was closed Monday, October 29 through Friday, November 2. At 9:00 am on Saturday, November 3, Ms. Webb-Metz was informed that the Library had full power. By 10:00 am, enough staff had arrived to open the Library to the public. The Library served capacity crowds on Saturday and Sunday. All seats were taken, there were waiting times for computer use and patrons used outlets to charge their electronic devices. The Library staff provided coffee, tea, hot cocoa and snacks during the first four days after re-opening. Sunday staff agreed to work from 10:00 am to 6:00 pm (instead of 12 noon to 4:00 pm) on November 4. The Library was scheduled for a staff holiday for the presidential election on November 6, but several staff members agreed to open the Library from 10:00 am to 5:00 pm that day to continue to serve the many residents still without power. Ms. Webb-Metz expressed her appreciation to the staff. The Board thanked Ms. Webb-Metz and the Library staff for providing much needed library services to the community. Since the Library has proven itself to be an important community resource and is not on the Borough Hall generator, it was suggested that the cost of providing a generator for Library use be explored.

Due to the large attendance at two evening programs, (a presentation on October 16 by the Adirondack Mountain Club [*The Joy of Hiking*] and a book signing on October 25 [*The Charmer*] by authors Richard Muti and Charles Buckley) Ms. Webb-Metz will consider introducing more evening programs in 2013.

Ms. Webb-Metz reviewed 2013 budget goals and preliminary budget figures with the Board to establish funding priorities. Three major areas addressed will be: Customer Service, Improved Facilities and Resources to better serve our patrons, and the Library as a Community Resource. The Board approved closing the Library one weekday morning in 2013 to provide time for a staff development workshop in customer service.

### **President's Report**

Ms. Cook expressed her great appreciation to Ms. Webb-Metz and the Library staff for the warm and welcoming atmosphere created for the community in the wake of Hurricane Sandy's destruction.

### **2013 Board**

The Board asked Ms. Webb-Metz to contact Mayor Rustin and express its desire that Ms. Cook be reappointed to the Library Board at the end of her term on December 31, 2012 and that Councilwoman Martha Kerge be reappointed as his Alternate. School Superintendent Lynn Trager will be contacted concerning the reappointment of Mr. David DiGregorio as the Superintendent's Alternate.

**Board Attorney and Contract Negotiations**

The new interview date for the two candidates being considered for Library Board attorney is November 29 at 7:15 p.m. Progress is being made in developing a new contract for presentation to the Library employees' union.

**Community Survey**

The Board thanked Ms. Webb-Metz for the outstanding community survey report that was generated through her efforts and Library employees Daniel Lane and Rafat Ispahany. Survey results were reviewed, and it was agreed that the results of the survey reflect the interests of active patrons. The results will be used during the strategic planning process in 2013.

**New Business**

Ms. Allen suggested providing a reward celebration for staff for their work after Hurricane Sandy and the difficulties that will be experienced during the transition of computer software on 12-12-12. The Board suggested providing muffins, bagels, juice and coffee on an appropriate morning in January 2013.

**Report from the Mayor's Alternate**

None

**Report from the Superintendent's Alternate**

None

**Citizen's Portion of the Meeting**

None

**Adjournment**

Ms. Cook moved to adjourn the meeting 8:20 p.m. to go into closed session to discuss a personnel issue. Seconded by: Mr. Rouse. Unanimously accepted.

The Board returned from the closed session at 8:25 pm and moved to adjourn the meeting at 8:25 pm. Moved by: Dr. Gilbert. Seconded by: Mr. Rouse.

Respectfully submitted,

Dr. Martin Gilbert  
Secretary/Treasurer

The next regular meeting of the Library Board of Trustees will be on Monday, December 10, 2012.

APPROVED: December 10, 2012