

**Warner Library Board of Trustees**  
**APPROVED MINUTES – November 18, 2010**

Present: Library Trustees, Liza Glover, Michele Gonzalez, David Huber, Patricia Pinckney, and Carin Rubenstein; Library Director, Maureen Petry; Absent: Nelson Correa, Joan Raiselis, Mary McGee and Evelyn Stupel.

**Chairperson's Comments:** Ms. Rubenstein called the meeting to order at 7:40 pm.

A motion was made by Mr. Huber and seconded by Ms. Gonzalez to accept the minutes of the October 2010 Board meeting.

The 2011 Library Board meeting schedule was adopted.

**Director's Report:** Mrs. Petry reviewed the Director's Report. The Library hosted a recognition party for Gunpowder's Kids. Every child who participated in the program (which encourages local children to give back to their community) received a personalized proclamation and hand shake from the Mayor Drew Fixell for their service to the Village of Tarrytown.

Mrs. Petry was asked by Community Coalition if the library could be a pick up place for a back pack program where food is picked up by youth. After discussion it was decided that for privacy and logistical purposes it would not work for the Library. If the program needs a communication hub or a drop off point, the library should be able to accommodate them.

Warner Library will be hosting a Spanish book fair. Barbara Crespo, Children's Librarian and Nancy Coradin from WLS are coordinating the effort. Schools and Westchester Library System libraries are welcome.

Warner Library signed the WLS IT agreement. In the past the libraries in the Westchester Library System were charged by the number of computers and internet connections they had through WLS. Since more and more libraries are connected to wireless on their own, a new formula needed to be realized to maintain WLS' tech support. Libraries will now be charged for the number of items they have in their collection, number of items they borrow and the number of patrons they have. Libraries will be credited by the number of items they lend and debited by the number of items they borrow. Warner Library will be paying roughly the same about this year as last year.

The Warner Library web site is a work in progress but up and running. Many thanks to Greg Galloway who was able to get the web site up with no loss of service between the time the library was working with Crafty Space and 1&1 Internet. The Board would like Mr. Galloway to put together a few choices for the background color of the web site and a decision will be made at the next meeting.

A new receipt printer was installed in the Children's Room. This allows both machines to be used to check out material during school visits and busy times throughout the day.

The IRS will no longer be sending home tax forms. People need to down load and print them or pick them up at their local library. We have requested double the amount over last year and still anticipate a larger demand for the forms.

Cassandra Troini, Librarian will be holding a computer class on some Saturdays. The reference

librarians and job search instructor at Warner noticed that there is a need for adults to set up an email account in order to send and receive correspondence while job searching.

Children's Room held a very successful Creepy Carnival on the third floor on October 30 and over 200 children enjoyed the event.

There maybe an opening on the Westchester Library System Board. The person must be on the Library Board of a member library. The current WLS Board meets the first Tuesday of the month.

The Annual Holiday Gathering will be held on Saturday, December 4 after the tree lighting in the park. Hudson Bells Chorus will perform on the third floor.

**Building and Grounds:**

Five posts of the ramp railing were repaired to remove the rusted sections.

DPW repaired the cement side walk of the parking lot and leveled the cement where the ramp met the side walk.

There was a problem with the heat in the children's room. It was thought to be a computer problem; the HVAC computer engineer, Rich San Marco, was contacted. He located air in the line and once released the heat immediately came on. During the trouble shooting process, he noticed that the air filters in the individual wall units needed to be replaced. Mark Sampson, Caretaker, will install new filters and going forward will replace them when needed.

The Children's Room will be closed the first week of January (second week if necessary) to insulate the HVAC water pipes. Carmel Suspended Ceiling Co will remove the ceiling tiles along the outside walls and through the bathrooms so Carey and Walsh can insulate the HVAC water pipes. Some ceiling tiles have been damaged due to a recent water leak and they will also be replaced.

Two telephone lines are being installed by Lightpath and Keating Electric will wire those lines to the Elevator and third floor Room A/B for emergency calls only. Both these lines will ring at the Tarrytown Police station per Chief Scott Brown.

The meeting adjourned at 8:40 pm. The next Board of Trustees meeting is scheduled for Thursday, December 16, 2010 at 7:30.

Respectfully submitted,  
Regina Butcher  
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