

- Director's Report
- Reference Department
- Children's Department
- Teen Zone
- Web Resources
- Facilities Report

Director responded to all questions asked by the Board.

Statistics

- Children's Library Statistics
- Circulation Statistics
- Overdrive Statistics
- Program Attendance Statistics

Director responded to all questions asked by the Board.

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the Administrative Reports dated December 2013.

Yes – Carrozzo, O'Brien, Kesten, Cardinal

No – none

Interim VOUCHERS

Interim payroll consisted of 3 payroll vouchers that list categories and the total dollar amount for the payroll as overseen by Donald T. O'Brien.

Three Payroll vouchers were submitted, reviewed and approved by the Board:
Payroll Voucher dated December 5, 2013 in the amount of \$71,339.41
Payroll Voucher dated December 19, 2013 in the amount of \$74,190.69
Payroll Voucher dated January 2, 2014 in the amount of \$71,072.45

Old Business/ACTION List

Auditor/Accounting update

There will be a meeting with R S Abrams accountants on Friday, January 24, 2014 to review last years' Comptroller's Annual Report and make ledger adjustments.

Richmar

No update received.

Mechanical repair costs - T F O'Brien

Parts ordered from T.F. O'Brien in November still not received. Work date is pending. Problems persist with 2nd floor air handlers.

Corstar Wi-Fi

The Director responded to further questions suggested by Chuck Jettmar regarding the Ethernet. Questions remain regarding guarantee for services.

Web Page

The Library Director discussed the \$1,500 Wordpress upgrade which would support enhanced operations and include a three-column design an APP interface design.

New Business

Program registration process

The Director is working towards online registration for adult programming. Library staff will be preparing patrons for online registration over the next three months. We will require that registrants have a valid library card. The valid library card is a requirement for future online registration.

Staff retirements

Donna Kazanjian, PT Children's Librarian, will be retiring effective date January 28, 2014. Our Mrs. K has worked in the Children's department for over 11 years. Her retirement was hastened due to chronic illness.

The Board wishes to thank Mrs K for all her years of dedicated service to our library. Her perennial cheerfulness and her professional commitment to bring the joys of reading, poetry and storytelling have endeared her to generations of children. In addition, our Friends have authorized the naming of a bird on the Fabulous Family Giving Tree in honor of Children's Librarian Mrs. Donna Kazanjian. Our Staff is raising a donation fund to offset the cost. This cooperative act of memorializing Mrs. K's service is a truly beautiful sentiment on behalf of all participants.

Business office update

Discussed in Executive Session.

Budget preliminaries

Discussed in Executive Session.

Friends of the Library update

The Library Director will invite Friends of the Library to next Board meeting. One of the things to be discussed will be using funds for “scholarships” for students who can’t afford to pay for library programs.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 10:38 pm to exit the meeting.

The next scheduled meeting will be Thursday, February 27, 2014 at 7:00 P.M.

Respectfully submitted,

Gail J. Neufeld, Secretary to the Board