

**MINUTES  
PITTSFORD COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
DECEMBER 14, 2016**

**PRESENT**

Tracy Castleberry, Danielle Kress, John Stewart, Ken Knight, Paul Seidel, Michael Labombarda

**ALSO PRESENT**

Pam Burch, Rhonda Rossman, Leah Motimaya

**PUBLIC ATTENDEES**

Katherine Stevens

**ABSTRACTS SIGNED**

\$ 31,864.83

The meeting was called to order at 7:03 PM by Board President Michael Labombarda. Michael welcomed Pittsford Mendon High School student Katherine Stevens who was in attendance for her Participation in Government class assignment.

**MINUTES**

- **Ken Knight motioned for approval of the November 9, 2016 Library Board meeting minutes. Paul Seidel seconded the motion which carried.**

**HIGH SCHOOL LIAISON REPORT**

- Leah Motimaya reported that the Sutherland High School students have LibGuides available to assist when researching topics using online resources.
- Sutherland's Clubs and activities now have individual webpages which can now be found by following links on the school website.
- Pittsford Mendon freshman students are working together on projects connecting English and Social Studies classes.
- Mr. Daggs' Ex Libris novel club meets this month to discuss books by authors from the Teen Book Festival held at Nazareth College.
- Leah shared pictures of school posters depicting staff members holding their favorite books. The project promotes reading and was well received at the high school.

**FRIENDS LIAISON REPORT**

- Pam Burch brought treats to share and expressed appreciation on behalf of the Friends for the support of the Trustees this year.
- The fall book sale proceeds were lower than in previous years. Several book dealers that usually attend were not present attributing to the decrease.
- There was positive feedback from the Friends about the volunteer luncheon, and board members at last night's meeting talked about how much they enjoyed this year's speaker.
- Candlelight Night sale proceeds of \$1800 were a record high due in large part to the tremendous number of participants in the Library's Cookie Decorating event and photo booth.
- Neil Richards attended the Monroe County Library System Friends meeting and reported on different activities that will be discussed as possible additions to the ongoing book sales.
- The 2017 Library Lovers Celebration comes up in February and National Library week will be in April with the theme 'Libraries Transform'.
- Pam thanked Ken Knight for conducting the audit. Ken reported that there were no findings and a few procedural enhancements will be implemented.

## DIRECTOR'S REPORT

- Rhonda Rossman reported that library furnishings and set-ups in several areas including the Teen Center are being evaluated.
- Rhonda reported an increase in hold activity of 18% this year from July through November which is attributed to the decreased hold fee from \$1.00 to \$ .50 for each item reserved.
- The library's signage project is complete and board members are encouraged to take a look around the building for the new signs as well as the updated signs with fresh overlays. The work was able to be done so that existing designs were matched resulting in cost savings as well as a cohesive appearance.
- Candlelight Night was successful with 1282 people in attendance for cookie decorating, 155 teen program participants for the Novelist photo booth as well as 200 gathered for the concert. A total of 1637 participants enjoyed the festivities.
- Rhonda announced that Pittsford Community Library was awarded a \$1300 grant from Causewave Community Partners which will be used for brand development.
- A second run for year-end vouchers is planned. Details about the schedule for signing the abstract will be distributed by email once the date is finalized.

## NEW BUSINESS

- The Finance Committee Report was distributed for review in preparation for discussion at the January board meeting.
- Rhonda Rossman discussed the year-to-date spending for the 2016 Town of Pittsford budget items with finals expenditures planned and balances in line.
- **The Long Range Plan for 2017 - 2021 was distributed and changes reviewed for approval. Ken Knight motioned to approve the plan as presented and Danielle Kress seconded the motion which carried.**
- **Jessica Izzo was nominated for Secretary of the Board of Trustees, and John Stewart the Financial Officer for 2017. Ken Knight moved to elect the 2017 Trustee officers as nominated. Paul Seidel seconded the motion which was approved.** All present were reminded that the account custodianship will need to be updated with the new Financial Officer information.

There being no objections, Michael Labombarda dismissed the meeting at 7:58 pm.

Respectfully submitted,

Lori O'Connor  
Library Clerk

**OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY**