

Meeting of the Board of Trustees – Menands Public Library

March, 2017

Trustees Present: Leslie Carolus, Linda DeDominicis, Judith Gladstone, Joseph Kelley and Diana Praus. Also present: Deborah Benoit.

Meeting called to order at approximately 6:30

Minutes from previous meeting of were reviewed – motion made by Linda to accept the minutes, seconded by Leslie and approved.

Treasurer's Report: Deborah submitted the reports for period 2/1/17 through 2/28/17. They were reviewed. Joe made a motion to accept the reports and Diana seconded it. Reported was an ending balance for February 2017 - \$150,144.15 for money market account and \$746.75 for checking.

Communications: Thank you note from Menands School for library ad in yearbook.

Old/Unfinished Business:

- **Maintenance Spec of work:** The Roland J. Downs Company sent letter about maintenance contract, \$178.00 per month. Joe will look further into matter.
- **Grants:** Continuing discussion about disabled/accessible construction project. Linda will write formal letter to Assemblyman Steck's office about using legislative grant money for architectural fees. Discussion continued about capital construction project and use of only one architectural firm for design. Diana will check with Tim Burke, director of Upper Hudson Library Systems, about the legality of working with one firm.
- **Shed:** tabled for now
- **Yearbook Ad** – see above.

New Business:

- **Budget:** Trustees and Deb, library accountant, worked on budget for the next fiscal year.
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Reports:

- **5 Year/Long Range Plan:** tabled
- **Policy Handbook:** tabled
- **DIRECTOR'S REPORT**

The most exciting thing that happened this month was the 3/14 snowstorm.

Except for the library being closed on the 14th, service was not disrupted. The village did a great job cleaning our driveway, the heat worked and no damage to the building.

Old magazines have been weeded out of the system and are ready to be moved out.

As you can see the overall circulation continues to fall, but we had four new cardholders.

Youth Services Report March 2017

It's been a good month for youth services. I've seen some increase in attendance at Story Time, and Game Night and Tech Help have been very active. I was out of town the week of March 13-19, so I missed the snow storm. I've booked a performer for the Ice Cream social and confirmed our ice cream donation from Stewart's. This year I arranged for two buckets of ice cream. I will buy dry ice to keep it cool this year. I have been in touch with the Menands school about buying books for the incoming Kindergarten class, but I haven't heard back from them about specifics yet. I spent \$454 on items and supplies this month, and hosted 32 people at various programs.

Next Meeting: April 24, 2017

Adjourned – time: 8:07 p.m. Motion to adjourn by Linda, Seconded by Diana.