

## Meeting of the Board of Trustees – Menands Public Library

June 27, 2016

**Trustee's Present:** Leslie Carolus, Joe Kelley, Linda DeDominicis, Diana Praus, and Kerry Wroblewski  
Deborah and Judith Gladstone

Meeting called to order at approximately 6:32 p.m.

Minutes from previous meeting of May 23, 2016 were reviewed – motion made by Joe to accept the minutes, seconded by Linda and approved.

**Treasurer's Report:** Deborah submitted the reports for period 5/01/16 through 5/31/16 they were reviewed, Kerry made a motion to accept the reports and Diana seconded it. Reported was an ending balance for May 2016 \$104,601.44 for money market account and \$3,946.83 for checking.

**Communications:** Leslie sent a thank you card to the library for the flowers sent to her.

### **Old/Unfinished Business:**

- **Maintenance Spec of work:** Water was in the back of building, Joe found an open valve, he closed it and will keep an eye on it, might be the overflow valve. Aluminum ladder and dolly are broken, Leonard will check Amazon for a replacement. Leonard will also look into purchasing a flat screen 30-40 inch tv. Leonard installed a carbon monoxide detector over the computer. The battery for the Emergency sign will be coming in soon.
- **Grants:** Joe met with Paul Mayes, measurements were taken and planning stage is on the way. They will let us know what the best path is to take and they will give us a few options. We need to get branches away from roof of building. From first look building looks sound. Grant can not be written until we get a bill. Maybe we could ask for a full bill (we could make a partial payment) so we can submit with grant. Paul Mayes will help with further grants and he will also start talking with Tim Burke at Upper Hudson library. Some Questions we need to think about down the road: How will patrons get into building during construction? This is a long way away but maybe could use side entrance?
- **Shed:** Nothing to report
- **Flowers:** Maybe do some pots near the steps, Judith has some geraniums and will bring them over. When we start the building project Judith said we can dig up and save.
- **Book Sale/Ice Cream Social:** \$44.50 was made at the book sale, we do have books leftover. What do we do with the money that was made?, We can earmark it for Summer Youth Programs at the Library. Some board members thought that it wasn't well attended, maybe go back to having it in the morning.

### **New Business:**

- **Judith Gladstone (new Board Member):** Welcome, Judith is very familiar with the library, she has been using it since its old location on Menand Road. Wants to see the library continue to do well. SHE will be going to orientation in July. Linda will swear her in at the August meeting, No meeting in July.
- **Board Positions:** Diana is going to take over as secretary, Linda will stay on as President as well as Joe as treasurer. The board thanked Kerry Wroblewski for serving on the Library board for the past 5 years.

- **Grant Writing:** Ted had sent the board a name of someone who is interested in helping the board write grants, Linda will thank him for this information, we are currently working on grants and Linda will email her to let her know we will keep her contact information for any future needs.
- **Gmail Account:** Kerry shared the gmail account address and password with Linda.
- **Community Calendar:** Any dates we would like to add to the calendar need to be sent to Aileen by July 20th.

## **Reports:**

- **5 Year/Long Range Plan:** Skipped
- **Policy Handbook:** Skipped

## **Library Director's Report:**

JUNE 2016

The main event of June was the ice cream social kick-off to the summer reading program. In the past, the event was held in the late morning. This year it was held in the early afternoon when the library is normally closed. Since all the ice cream was eaten and everyone seemed to have an object made from a balloon (swords being the favorite), I can say that all had a good time.

Ms Mary Fellows, UHLS's Manager, Youth and Family Services, was on hand to help. She was instrumental in making the social a success and got a very pretty balloon hat for her efforts.

I would like to give special thanks to Leslie Carlous who organized the book sale and helped setting up the program in general.

The carbon monoxide detector has been put in place. Getting a battery for our emergency lights has been more of a challenge.

Starting with next month's report, I should be starting to get reliable numbers from 2015 to compare with 2016. During May 2016 we circulated 2187.

## **Youth Services Report:**

June 2016

The Ice Cream Social was a great success. Mr. Magician was very well received, and we had about 50 or more attendees this year. Ruchi and Jahanavi, two of our volunteers, helped out a lot, as did Mary Fellows, UHLS's head of youth services. Leslie's church was kind enough to lend us two tables to use for the book sale and the ice cream, and they came in handy. In the process of organizing the ice cream social, I learned that our short (6ft?) aluminum ladder is broken, as is the two-wheeled hand truck/dolly that was in the supply closet. These items would have been very useful, and I hope they are replaced. I the ladder and the dolly outside near the trash bins. I had the idea of posting them on craigslist for scrap metal collectors, and it occurred to me that we might do something similar for the contents of the shed.

The summer reading program has gotten off to a great start. Kids are excited about the prizes, and parents are excited about the opportunity to motivate their children. As of right now I have 36 kids signed up.

Stats this month:

- People Served in Programming: 52 children, 31 Adults, not including the Ice Cream Social, which would bring those numbers to ~82 kids and ~51 adults.
- Money spent: ~\$460 on programming (including 350 for Mr. Magician) and \$439 on materials.

**Next Meeting: August 22, 2016 @ 6:30 p.m.**

**Adjourned – time: 7:43 p.m. Motion to adjourn Linda, Seconded by Kerry.**