

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

January 26, 2015

**Trustee's Present:** Linda DeDominicis, Leslie Carolus, Kerry Wroblewski, Theresa Montanye and Joe Kelley

Meeting called to order at approximately 6:31 p.m.

Minutes from previous meeting of December 22, 2014 were reviewed – motion made by Linda to accept the minutes, seconded by Leslie and approved.

**Treasurer's Report:** Colleen submitted the reports for period 12/01/14 through 12/31/14 they were reviewed, Kerry made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for December 2014 - \$151,016.79 for money market account and \$757.97 for checking.

**Communications:** None

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

- **Maintenance Spec of work:** Joe will get someone to help him move the picnic table.
- **National Grid:** still working on getting information about this
- **Grants:** Linda left Alison Lane a message and email, has not heard back.
- **Pine Trees:** waiting until spring
- **Conflict of Interest Policy:** Time Burke sent Linda an email with some examples of policy: NYLA (New York Library Association) and Upper Hudson. Linda will contact Tim to see if we can use the same wording for our policy.
- **Shed:** Joe contacted John Berry, village clerk, still waiting for him to call back.
- **Yearbook Ad:** Ad was paid for, Kerry got CD with clip art and will update ad then turn in to school.
- **Skunk:** A possum was caught in trap; they will be reset after snow. Joe was given a suggestion of putting Natures Miracle in a humidifier to help with the smell for now.

### **New Business:**

- **Printer:** Leonard said there were a few problems with the printer and the company came out to fix it.
- **Protection 1:** Leonard will contact company to see if there is a monthly increase in rates if we add more security.

### **Reports:**

- **5 Year/Long Range Plan:** In the future we will send an email out ahead of meeting to have everyone review it prior to meeting.
- **Policy Handbook:** Kerry and Linda typed it up, they will meet to look at what has been done and make sure they have it all included before presenting to the board.

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

JANUARY 2015

At long last Protection1 has sent an estimate to upgrade our security system. All three of the library's staff attended a training session as to how the new online catalog and patron interface will work. The new system for the staff is in many ways different than the current system we have been using for the last ten years. For the patron, though it will look somewhat different to them online, it will operate in essentially the same way. While, the target date for the switch over to the new system has been February 25th all along, the target has been move to late March. The new system seems to be

having are hard time dealing with differing borrowing standards of the twenty-nine libraries. On that note I would like to make March 2nd (the first Monday in March) change some of our due dates. I would like to make new books 14 day loans and old books 21 day loans. New DVD movies 3 days and then be given 7 day loans. This change would include children's items. You might like to know that Overdrive now offers magazines on line. You just go to the catalog and download a magazine as if it were a book. Compared to December 2013 circulation for overall circulation for December 2014 is down 516 (2270 vs. 1754). But, we have 60 more card holder than at the start of 2014 (1257 vs. 1317). I will have the overall figures after the annual report is done. Mr. Paul Praus donated \$150 to library. Ms Marie Repose, friend of Jeanne Rutherford, sent the library a check for \$20 from California. She visited Jeanne last summer and thought our library was terrific.

### **Youth Services Report:**

January 2015

YSAC meeting was Jan. 9<sup>th</sup> and pertained mostly to formulating ways for libraries to serve patrons with disabilities such as Autism and ADHD. STORY TIME parties on Christmas Eve morning and New Year's Eve morning were fun and well attended. We have a new Teen Volunteer. He is an eighth grade Honor Student doing a Community Service project and has been helping to shelve books a few hours each week. A Volunteer Application has been created and we now have applications from all our volunteers on file. Sat. Feb. 7<sup>th</sup> is "**Bring Your Child to the Library**" Day. A flyer has been made and posted. Info has been submitted for the Menands Activities Newsletter. We will have an array of new books, computer availability, trains, legos, puzzles, and snacks as well as **local author Pete Mason**. Pete will be here that morning from 10:00 am to 11:00 am with copies of his book to sign and hand out. The info will be posted to our Web page. The training for the new Sierra system for UHLS is underway. I attended a session at the UHLS office Tues. Jan.13<sup>th</sup>. Also, Lenny uploaded a 'practice' version onto one of our computers so we can continue to familiarize ourselves with the system prior to the Feb. start date. The High School Volunteers that are here on Thursdays for Homework Help are forming a **Teen Book Club**. They will be meeting the first Monday of each month. They have selected their first book and are also inviting some of their school friends. I have gone over some guidelines with them and they should have a great launch on Monday Feb. 2, 2015.

**Next Meeting: February 23, 2015 @ 6:30 p.m.**

**Adjourned – time: 6:58 p.m. Motion to adjourn Kerry, Seconded by Joe.**