

Meeting of the Board of Trustees – Menands Public Library

January 27, 2014

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

Meeting called to order at approximately 6:30 p.m.

Minutes from previous meeting of November 25, 2013 were reviewed – motion made by Theresa to accept the minutes, seconded by Joe and approved.

Treasurer's Report: Colleen submitted the reports for period 11/01/13 through 11/30/13 they were reviewed, Joe made a motion to accept the reports and Linda seconded it. Reported was an ending balance for November 2013 - \$162,469.34 for money market account and \$1,085.48 for checking. Colleen submitted the reports for period 12/01/13 through 12/31/13 they were reviewed, Joe made a motion to accept the reports and Linda seconded it. Reported was an ending balance for December 2013 - \$152,976.11 for money market account and \$57.05 for checking. Colleen will bring draft buget to February meeting; she will email them to us if finished sooner. Colleen brought boxes of previous records to keep at library.

Communications: None

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe will look at outside outlet in the spring. Joe did bleed the radiator, will talk with Leonard to see how it has been doing.
- **Library Sign:** Finished and paid
- **Ceiling Repair:** Finished and there was no charge, Joe will paint it.
- **National Grid:** tabled until next meeting
- **Flowers:** Kerry has not heard back from the Albany Evening Garden Club, She will send another email.
- **Website:** Terry is not opposed to taking this over, has concerns about training and if it will mean more work hours.
- **Emergency Contacts for Employees:** Joe brought the Emergency Contact Cards; we will give to Leonard so that he can have each employee fill out. Where are we going to keep them? One will need to go in Personal file.
- **Books for Incoming Kindergartners:** Terry will purchase books, Sue porter said she would be willing to help with this, Linda will contact her.
- **Yearbook Ad:** Last year's ad will need to be changed to reflect new hours and new summer reading clip art. Linda will email Terry about clip art and Kerry will update ad. Theresa made a motion to write a check for a full page ad in the yearbook, Kerry seconded it. Kerry will bring check and ad to school.
- **Payroll breakdown-Monthly:** Colleen will send to the board a spreadsheet with hours and monthly wages for the library.
- **LTA Membership Dues Invoice:** After a discussion, Joe made a motion that we do not buy a membership this year, Theresa seconded it. Table until November 2014.
- **Evaluations-midyear:** Leonard sent a few sample evaluations to us by email. We will ask him to limit choices to exceeds expectations, meets expectations, and below expectations, as well as N/A for Not applicable. Leonard will have these completed for our next meeting. Linda filled out a midyear evaluation for Leonard; board reviewed, after signed a copy will be placed in his personal file.

New Business:

- **Library Closure due to inclement weather:** The Library was closed on December 17, 2013 and January 2, 2014 due to inclement weather-Colleen would like to be included on emails when the library is closed.

Executive Session: The Board entered into executive session.

Reports:

- **5 Year/Long Range Plan:** Theresa made a motion and Joe seconded it to table this until February
- **Policy Handbook:** Read section “Unscheduled Closures” page 4 Letter C.

Library Director’s Report:

January 2014

On 1/9 and 1/16, I attended two demonstrations of the two prime contenders to replace our current on-line catalog system. The system we currently have been using for about 10 years has been a series of one problem after another. Fortunately, except for the first few months of operation when it might take 5 minutes to check 1 book, there has been little impact on patrons. This lack of negative impact may have more to do with the patron interface not being by run the catalog company. But, for librarians and library work, it has performed poorly.

On 1/15 a tech from Time Warner came and worked on your internet. He was able to track down a bad wire from our modem to our router. Performance has improved overall but it still has occasional poor or slow connection to the internet. I sense there might be a deeper problem.

The final yearly stats are in. Since we are a school district library, the reports show numbers from 7/1 to 6/30. From 7/1/2012 to 6/30/2013 we circulated 33591 items. From 7/1/2011 to 6/30/2012 circulation was 39853. This is a drop of 6262 or a drop of about 8.5%. This seems to be in line with other libraries.

December was a pretty good month in terms of circulation. In 2012 we circulated 2257 while in 2013 the number is 2270. An increase of 13! Almost 1%!

Youth Services Report –

January 2014

* The YSAC meeting was Jan. 10th. We discussed books that are contenders for the various awards, such as Caldecott and Newbery. I am happy to say that some of the books we reviewed are in circulation here at Menands.

* I am in the process of restoring spine labels on books if the label is torn or is no longer legible.

* I am very glad to say that our Story Time attendance is now at eight children and we are having fun with the various story themes as well as working on one alphabet letter each week.

* I have searched and ordered a new teen magazine written by teens and for teens, called Teen Ink.

* We will be enjoying "Bring Your Child to the Library Day" on Sat. Feb. 1st. There will be puzzles, Lego and train table, and some snacks. I hope to be able to purchase a few games for that day that can be used in the future as well.

* There will not be a YSAC meeting in February however in March the focus will be on gearing up for Summer Reading program. In addition to this, I met the Menands School Librarian last Fall and we will be focusing on Summer Reading when we meet again in the Spring.

Next Meeting: February 24, 2014 @ 6:30 p.m.

Adjourned – time: 7:54 p.m.