

Meeting of the Board of Trustees – Menands Public Library

October 27, 2014

Trustee's Present: Linda DeDominicis, Leslie Carolus, Joe Kelley, and Kerry Wroblewski
Colleen Shields

Meeting called to order at approximately 6:38 p.m.

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

Treasurer's Report: Colleen submitted the reports for period 9/01/14 through 9/30/14 they were reviewed, Kerry made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for September 2014 - \$56,515.30 for money market account and \$1,851.09 for checking.

Communications: We received a letter from the Menands Fire Company asking for a donation, Joe made a motion to donate \$50.00 and Leslie seconded it.

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe replaced the outside plug and it is now working.
- **National Grid:** (November Meeting)
- **Flowers:** Kerry heard back from Karen, she suggested we call Judith Gladstone, Kerry will follow up.
- **Grants:** Linda spoke with Allison Lane and she is in the progress of connecting with Dan McCoy and will also be contacting Menands School to see what the connection is with us being a public Library but connected to the school. Joe talked with Joe Rossier about sketches of library. He gave us some ideas and Joe did some new drawings of the library and shared them with us at the meeting. We had a discussion about where the ramp can start. Do we have a 501C3?
- **Pine Trees:** Joe met with Marks Tree service, they reported that 1 pine tree is dying and there is a spruce tree that is dying but could trim some branches. We will get 2 more estimates. Kerry will email Joe a company she has used.
- **Conflict of Interest Policy:** Tim Burke said to hold off on this for now, more information to come.
- **Youth/Junior Employees:** Leonard said he contacted both and they would like to continue with their jobs.
- **Router Issue:** New router and switch were installed and patron usage has been improved.
- **Shed:** Joe got 3 estimates: Got Junk, AB&L, and Junk King, to remove the stuff in the shed. All quotes only cover what is in the shed and then they can give us an estimate for the shed itself when it is empty. Some things would be extra such as: Paint, Tires, Air conditioners, etc. If it is more than a truck load the price would be more. Leslie wondered if the village would do anything to help this. Joe will contact Tim Boyd to see if he has a suggestion.
- **Protection One:** Joe had questioned the bill last month, Colleen looked it up and it was the same last year. We will need to make sure this line in the budget reflects this.

New Business:

- **Copier:** June and July seemed high for our copy bill but Leonard said there were a lot of copies made and patrons paid for them.
- **Pictures/facebook:** Terry had reported that she posted pictures on facebook with parent permission. Kerry said we might want to look into having a release form for parents to fill out to allow pictures to be posted on

the website and/or facebook. Leslie will ask school for a copy of theirs, Leonard thought this would be a good idea to have.

- **Colleen:** Our accountant gave us notice that she will be leaving and wanted to give us time to find someone else to take over for her. A discussion followed about qualifications needed and people that we could ask.

Reports:

- **5 Year/Long Range Plan:** January/June
- **Policy Handbook:** Linda typed up her part of the Policy Handbook. Kerry will type up hers and then we will merge the two before we email them to the board and Tim Burke for review.

Library Director's Report:

OCTOBER 2014

The new router and switch were installed by an IT from Upper Hudson. The entire operation took about an hour. The tech told me that some of our wire used to connect our public access computers were obsolete and needed to be replaced. If not replaced, it could damage our computers once the new system is up and running. He will be coming back in November to replace the wires.

Since the installation of the new router, performance of all our computers has improved significantly. The past issues of slowness and lack of connectivity seem to have been corrected.

The target date for the new system is still 3/1/2015. The training of the trainers began on 10/14.

There was a problem with our photo copier. A service tech came two days earlier than expected and fixed it.

Our fire extinguishers were inspected and passed. I will present the inspection document at the Board meeting.

I spoke to Tim and Cassidy and they both agreed to continue as before.

Circulation seems to have stabilized. In September of 2013, 2271 items were circulated while in September of this year was 2219.

September was also a good month for new card holders. 16 new cards were issued.

Youth Services Report:

October 2014

No YSAC meeting in October.

Story Time continues to change as some of the children started school and new families have joined our Wednesday group.

The Large Print Book section has had their spine labels replaced. That was the last section of books that needed new labels. We also alphabetized the DVD section instead of keeping the numerical system. Now the shows that have more than one DVD can all be found together.

We have started the Homework Help & Study Group on Thursday afternoons. Flyers have been posted in the Menands School and their Library, as well as in some of the neighborhood shops. We also posted a notice in the Menands Newsletter. We have four High School Volunteers who come and help the younger ones with their studies. After work is done, we have games and activities. The attendance was slow at first, which gave the Volunteers a chance to get to know each other and also do their homework together. As word has gotten around now, a few younger ones did come in for help. One of the Mom's, who brought their children in, gave me permission to post a picture on FB and our Website. I recently found out about a program called ROR; Reach Out and Read. It is a program designed to help children in pediatric offices and hospitals to read while they are waiting for treatment. I have contacted one of the local pediatrician who is a ROR sponsor and will be donating books that we take out of circulation. The books will have our Menands Library label inside.

A local author came in and introduced himself to us last week. He has a children's book that is in the process of being published. It is about a dog who travelled throughout the U.S. Once it is ready, he will bring us a copy and we can chat about coordinating an event/book signing for Menands Library families.

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

Adjourned – time: 7:32 p.m. Motion to adjourn Linda, Seconded by Kerry.