

Meeting of the Board of Trustees – Menands Public Library

November 24, 2014

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

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

Minutes from previous meeting of October 27, 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 10/01/14 through 10/31/14 they were reviewed, Kerry made a motion to accept the reports and Linda seconded it. Reported was an ending balance for October 2014 - \$171,503.20 for money market account and \$868.39 for checking.

Communications: We received a letter from the Menands School asking us to take out an ad in the yearbook. Leslie will email Robin and Jen at school to see when it is due. Last year we had the summer reading clipart when we turned this in.

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe said before the snow flies we should get eh picnic tables moved to the back of the building.
- **National Grid:** nothing to report
- **Flowers:** Kerry spoke with Judith Gladstone about the gardening, she said they put mulch down around the hedges in front and tied up some plants, Judith said if we did want to plant anything she suggested perennials because they will come back each year. She also said that on the side of the library the ivy is entering the building, this should be pruned back. Judith was willing to plant some hostas in the spring but needs 1-2 people to help her.
- **Grants:** Linda is still waiting to hear from Allison Lane.
- **Pine Trees:** Tree service said there is no danger between now and spring so we will look into more estimates then.
- **Conflict of Interest Policy:** Linda still waiting to hear from Tim Burke
- **Shed:** Joe will follow up with village before he reaches out to one of the companies he got estimates from.
- **Pictures/facebook:** Terry showed us the form she made for parental permission to post on website and facebook. This should be placed into policy handbook under procedures. Lenard and Terry will start a file for completed forms.

New Business:

- **Borrowing:** Leonard mentions that Colonie is changing the number of days a DVD or Book will be loaned out; the board agreed with Leonard that we should follow the same thing Colonie does.

The Board entered into Executive session to discuss:

- The hiring of a new accounts person
- Information about a current investigation.

Reports:

- **5 Year/Long Range Plan:** January/June
- **Policy Handbook:** still working on this—will revisit in January

Library Director's Report:

NOVEMBER 2014

On November 12th I attended an annual meeting with Albany County Civil Service. Three topics were covered: update the sub list, make small changes to the clerk job description, and how librarians report their education credits to maintain their public librarian certification.

In January, training will begin to learn the new library computer system.

The provider of the new system has asked all the libraries to share as many common processes and parameters as possible to ensure smooth operation. The most significant thing for us will be a modification of length of loan period. I have been asked to make older books 21 day loans instead of 14. DVD's be 7 day instead of 3. This will have an impact on circulation numbers since many DVDs are renewed.

The circulation for October 2014 is exactly the same as October 2013 -- 2181.

We have this month 7 new card holders.

Youth Services Report:

Nov. 2015

YSAC meeting was Nov. 14 with reviews of new books, and discussions about dates for 2015 including: Bring Your Child to the Library Day (Feb. 7), DIA (Diversity in Action) in April and of course, SRP 2015.

Joe Thornton attended the YSAC meeting briefly and gave us a quick preview of the new Sierra Computer system. It seems very direct and fairly easy to navigate. They will contact Libraries in Jan. and schedule on-site training for us here. I researched and created a Permission Slip form for obtaining permission from parents to post their child's pic on our Menands Public Library website and FB page.

Homework Help and Study Group remain steady on Thursdays. The Older teens seem to enjoy it as much as the younger students. I would like to see more of a turnout of the younger students and will continue to promote this through flyers, Newsletter, word of mouth, Menands School, Menands School Library and the PTA.

Recently we received books as donations that we did not put into circulation. We were able to then donate these books as well as books taken out of circulation here, to ROR; Reach Out and Read. We received a beautiful letter from them not only thanking us, but explaining how these books help children in lower income families.

We have a deadline of December 15th for our "After Summer Challenge" and I am looking forward to seeing the young readers bring in their log sheets and receive prizes. (We have a range of prizes left from SRP).

Mary Fellows, the head of YSAC at UHLS, introduced us to something called Webjunction. This is an online program through OCLC (Online Computer Library Center) that offers courses such as: Advocacy & Outreach, Youth Services, Encouraging Early Literacy, Library Management and about 15 others. These are free and I have already completed the Customer Service class and the Advocacy & Outreach class. Each class takes about an hour so as time allows, I will take some of the others.

In the October report, I mentioned we had an author stop in to tell us of his new book. This past week he brought in a copy of the book for us to review and to decide about an event or booksigning here at the Library.

Next Meeting: December 22, 2014 @ 6:30 p.m.

Adjourned – time: 7:22 p.m. Motion to adjourn Kerry, Seconded by Joe.