

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

February 23, 2015

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

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

Minutes from previous meeting of January 26, 2014 were reviewed – motion made by Linda to accept the minutes, seconded by Joe and approved.

**Treasurer's Report:** Colleen Absent, Treasurers' report not received.

**Communications:** We received a letter from the City of Albany about property tax freeze credit; Kerry will ask Joanne, at Menands School, if we need to do anything with it.

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

- **Maintenance Spec of work:** Joe will look into putting a handle on side door to help close tightly. See also Shed and Skunk
- **National Grid:** Nothing to Report
- **Grants:** Nothing to Report
- **Pine Trees:** Joe got a third tree service number from Kerry; He will get them to come out in spring for a quote.
- **Conflict of Interest Policy:** Tim Burke said we can use the same wording as the examples he sent us. Just need to change name throughout, he also sent a link to see other samples. He also thinks it would be a good idea to make a whistle blower policy. We all agree that this is a good idea to do this now so we have it in our policy handbook.
- **Shed:** Joe spoke with John Berry about shed; after the snow melts he will send someone up from DPW to take a look.
- **Skunk:** The skunk removal service was paid; they caught a possum, Joe will block up hole so skunk cannot get back in.

### **New Business:**

- **Draft Budget:** A discussion was had about the draft budget Colleen forwarded to us, we will need to discuss further in March
- **Protection One:** A new contact list was sent to Protection One.
- **Time Sheets:** Linda will ask Colleen to bring time sheets to the next meeting.

### **Executive Session:**

- The Board entered into executive session.

### **Reports:**

- **5 Year/Long Range Plan:** June
- **Policy Handbook:** Kerry and Linda met to go over printed handbook, will meet again before next meeting.

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

FEBRUARY 2015

On Wednesday, February 25<sup>th</sup> Protection 1 will (hopefully) finally come to upgrade our security system. I sent in the rider and within 48 hours I was contacted to set up the appointment. I can only hope for the best.

The annual report has been sent to the New York State Library. While the report covers our fiscal year I have attached information concerning the 2014 calendar year.

On the plus side we registered 140 new card holders giving us a total of 1311. Of that number 895 have used their Menands card at least once in 2014.

The downside is that our month to month circulation continues to fall. From 2500 in January 2014 it fell to 1891 in January 2015.

The total circulation for 2014 was 27290. In 2013, circulation was 30671.

The new catalog system is still expected to "go live" on March 31<sup>st</sup>. The changes we will be making to the length of time items can be borrowed will be published in the MENANDS ACTIVITES and our website during the first week of March. Also, there will be a period of time, roughly 2 weeks before "go live", in which patrons will not be able to do interlibrary loans.

## **Youth Services Report:**

February 2015

Bring Your Child to the Library Day on Feb.7<sup>th</sup> was a well attended event with local author Pete Mason and his dog, Halley. Pete took the time to read his story about their journey together and answer questions. Of course the dog was a big hit.

Teen Book Club will meet the first Monday of each month. This info has been posted in the Menands Newsletter and on our Web page. Their first meeting, on Feb. 2, was cancelled due to snow; however this group also meets for Homework Help on Thursdays so they have picked their books for March.

Summer Reading Program materials have been received. The Theme this year is: Every Hero has a Story. I will be coordinating that theme with Brianna for the Library's participation in the Summer Youth Program at Menands Park. There are so many wonderful books for this theme which we have already begun to order.

The YSAC meeting this month was a SRP workshop held on a Thursday which I was unable to attend. However, I was able to get some of the info from someone who did attend. Lots of creative ideas are being shared throughout UHLS so it should be a fun summer program.

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

**Adjourned – time: 7:13 p.m. Motion to adjourn Kerry, Seconded by Theresa.**