

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

February 24, 2014

**Trustee's Present:** Linda DeDominicis, Kerry Wroblewski, Leslie Carolus, Theresa Montanye Colleen Shields

Meeting called to order at approximately 6:40 p.m.

Minutes from previous meeting of January 27, 2014 were reviewed – motion made by Theresa to accept the minutes, seconded by Leslie and approved.

**Treasurer's Report:** Colleen submitted the reports for period 1/01/14 through 1/31/14 they were reviewed, Theresa made a motion to accept the reports and Linda seconded it. Reported was an ending balance for January 2014 - \$140,482.45 for money market account and \$1,141.22 for checking.

**Communications:** Menands School Yearbook Club sent us a Thank You card for taking an ad out in the yearbook.

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

- **Maintenance Spec of work:** Tabled until March
- **National Grid:** tabled until March
- **Flowers:** Kerry heard back from Karen Forner, their first meeting is in April so maybe we can meet end of April to plan. Kerry will ask Karen about meeting April 28 @ 6:00 before our meeting.
- **Website:** Terry contacted Robert Carle about starting to take over website.
- **Emergency Contacts for Employees:** We will ask Leonard to scan them and send them to us.
- **Books for Incoming Kindergartners:** Terry is getting together with Sue Porter to order books.
- **Yearbook Ad:** All set, Kerry updated it and sent it, School has a hard copy and digital copy
- **Payroll breakdown-Monthly:** Theresa put together a new way for Employees to record their time in excel, she explained to Leonard how to use it. Any questions they have Theresa is the contact.
- **Evaluations-midyear:** Leonard provided us with a copy of Terry's and Nick's evaluations, we reviewed them.
- **Grants:** Tabled until March

### **New Business:**

- **Library Closure due to inclement weather:** The Library was closed on February 13<sup>th</sup> and 14<sup>th</sup> due to snow emergency.
- **Property/Parking Lot:** A question came up about parking in our lot during snow emergencies. Kerry will ask school if they own the property and the lot and clarify the use of the parking lot by the village during snow emergencies.
- **Draft Budget:** Tabled until March

**Executive Session:** The Board entered into executive session.

### **Reports:**

- **5 Year/Long Range Plan:** Tabled until March
- **Policy Handbook:** Working on revising our policy handbook with the help of a Human Resources person.

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

FEBRUARY 2014

The biggest news since the last board meeting is the snow storms. Due to snow the library was closed on 2/5, 2/13 and 2/14 as well as Presidents' Day the 17<sup>th</sup>.

As you already know, Terry has passed her Civil Service test. Her status was officially changed from provisional to permanent on 2/19/14. In the last few months Terry has done an exceptional job. The attendance of the story hour has been remarkable despite the snow and cold. Her outreach to the community, such as BRING YOUR CHILD TO THE LIBRARY on 2/1, is beginning to bear fruit.

Circulation continues to slip. In January 2013, the library circulated 2806 while January 2014 only 2501. Trying to determine if E-books are having an impact is hard to tell. Stats for them seem very hard to come by, at least, accurate ones. Since E-books are very expensive for libraries, a best seller may cost a library over \$100, we contribute \$285 to a general annual fund to purchase items by Upper Hudson which allows all Menands' cardholders to access all items purchased by Upper Hudson.

Starting the first week of March, Nick's hours will be changing. The will be Monday, Wednesday and Friday 12 pm to 5 pm.

## **Youth Services Report – February 2014**

February 1<sup>st</sup> was "Bring Your Child to the Library" Day. It was very well attended that Saturday. Over 40 patrons came through our Library doors with about a dozen children. There were games, snacks, books and puzzles. It was a nice opportunity to interact with the parents and the children.

We now have a Spanish section in the 'J' section and I have already had positive feedback from a few of the families.

Also, there is now a separate section for 'YA' DVD's which the Teens seem to like. The first issue of **Teen Ink** magazine is here and on the shelf in the YA section. It is written by teens for teens.

March 6<sup>th</sup> is Menands School Cultural Celebration. We have been invited to participate and I am in the midst of collecting materials for that evening.

Robert Carle from UHLS and I have made tentative plans for early March training on the website.

Sue Updike-Porter and I will be meeting to discuss ideas for the book distribution at Kindergarten Registration. We will meet in March for registration in April.

I have been able to chat with Brianna Coughlin to discuss the Summer Youth Program she coordinates. We will get together in the spring.

And last but not at all least, the March YSAC meeting will focus primarily on Summer Reading. I have looked through the manual and will be continuing to gather ideas and materials.

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

**Adjourned – time: 7:50 p.m.**