

Meeting of the Board of Trustees – Menands Public Library

March 23, 2015

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

Meeting called to order at approximately 6:15 p.m.

Minutes from previous meeting of February 23, 2015 were reviewed – motion made by Leslie to accept the minutes, seconded by Joe and approved.

Treasurer's Report: Colleen submitted the reports for period 2/01/15 through 2/28/15 they were reviewed, Kerry made a motion to accept the reports and Joe seconded it. Reported was an ending balance for February 2015 - \$130,028.32 for money market account and \$2,209.54 for checking.

Communications: None

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe will call village to come and reread water meter due to higher than usual bill.
- **National Grid:** Joe will call to see if there would be a savings to switch providers.
- **Flowers:** Leslie will contact Judith from the Albany Evening Garden Club about ideas for what to do for planting. Leslie said she would help, Maybe more from Garden club would help this year if they meet there on a Monday night.
- **Grants:** Nothing to Report
- **Pine Trees:** Waiting until spring when it is not so muddy to call about trees.
- **Conflict of Interest Policy:** Linda has this typed up, next month we will vote on this to make official.
- **Shed:** Village is waiting until all the snow melts before coming to see the shed.
- **Skunk:** nothing to report

New Business:

- **Board Seat:** We will have an open board seat; Notices have been posted at the Library and at Menands School.
- **Government Efficiency Plan:** After listening to Frank Commisso, Director of Municipal Affairs. Theresa made a motion that we participate in the Government Efficiency Plan, Joe Seconded it.
- **Bank Account:** With Colleen leaving she will be going to the bank with the new accountant to change names on account for who can sign checks. It was also decided that we should have a board member on the account as well. Theresa made a motion to switch names on our key bank account from Colleen Shields to Deborah Benoit and to also have Joe Kelley added as a second name on the Key Bank account, Leslie seconded it.

Executive Session:

- The Board entered into executive session.

Reports:

- **5 Year/Long Range Plan:** June

- **Policy Handbook:** Kerry and Linda will meet before the next board meeting to continue editing the handbook.

Library Director's Report:

MARCH 2015

After about six weeks of fiddling with our photocopier, they seemed to have figured out what was wrong. It is now working as well as it can.

We and Upper Hudson are now in the home stretch in implementing the on-line catalog. There will be some disturbance as we head to the finish. The library will not be able to add new items to the catalog from March 16, 2015 to March 24th or 25th. We still add new card holders under the old system until March 29th.

The main impact of the implementation will be the making of requests by patrons. From March 21st to March 31st, patrons can make requests, but they will not be filled until April 1st.

Attached are the usual stats for February 2014 vs. 2015. There was a large drop off in circulation from 2014 to 2015, but the recent bad weather had a great deal to do with it. Also due to storms and President's Day we were closed three Mondays. Monday is usually our busiest day.

Youth Services Report:

March 2015

YSAC meeting March 13 included discussion on an upcoming children's catalog through UHLS, diversity in books, inclusive holiday programming and SRP.

SRP is now on everyone's minds. I have scheduled two of our presentations for Wednesdays in July and will be scheduling a few more. The theme this summer is Every Hero has a Story. Posts will go on our Web page, the Menands Newsletter and flyers will be circulated.

I have been in touch with the Principal at Menands School regarding the book for their Kindergarten Registration in early May: Adventure Annie Goes to Kindergarten.

Teen Book Club now meets the first Thursday of the month and is doing well. The change in the meeting day has been noted in the Menands Newsletter and our Web page. (It was on Monday.)

We are trying a "Vacation Open House" program for the Spring Break. On Monday Apr. 6th, Wed. Apr. 8th and Fri. Apr. 10th we will have two sessions of games: 1:00-2:00pm for 1st, 2nd and 3rd graders and 2:00-3:00 pm for the 4th, 5th and 6th graders. I will have High School Volunteers here those days to help.

We now have an additional High School volunteer who is helping us one evening a week. She will be shelving books and helping me with projects.

Next Meeting: April 27, 2015 @ 6:30 p.m.

Adjourned – time: 7:50 p.m. Motion to adjourn Theresa, Seconded by Leslie.