

Meeting of the Board of Trustees – Menands Public Library

March 24, 2014

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

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

Minutes from previous meeting of February 24, 2014 were reviewed – motion made by Joe to accept the minutes, seconded by Leslie and approved.

Treasurer's Report: Colleen submitted the reports for period 2/01/14 through 2/28/14 they were reviewed, Kerry made a motion to accept the reports and Theresa seconded it. Reported was an ending balance for February 2014 - \$130,987.75 for money market account and \$820.17 for checking.

Communications: Agreement for Computerized Library Services from Upper Hudson (UHLAN Agreement), Due by December 2014.

Old/Unfinished Business:

- **Draft Budget:** Budget was discussed; we will look at the final draft at the April 28th meeting.
- **Maintenance Spec of work:** Joe will look at outside plug to see if it is working properly.
- **National Grid:** tabled until April
- **Flowers:** Kerry sent Karen an email; she will ask the club if April 28th, @ 6:00 is a good time to meet to discuss planting flowers.
- **Website:** Terry had training and has added a calendar and a few pictures to the website.
- **Books for Incoming Kindergartners:** Books have been ordered "The Kissing Hand", they have been labeled and are ready to go.
- **Grants:** Talked about everything we have started, we need to work on drawing outlines out to make the library ADA compliant.
- **Property/Parking Lot:** Linda showed the board the policy that she got from the village regarding use of the parking lot during snow emergencies. The agreement states that both the library and the village need to have each other on their insurance policy listed as "additionally insured". Linda will find out if the village is listed on our policy and also if the library is listed on the village. The policy is not signed, if we cannot find a signed copy we will need to work with the village to get a new one drafted and signed by both parties.

New Business:

- **Library Closure due to inclement weather:** The Library closed early on March 12, 2014 at 7:00.
- **Laptop Upgrade:** Upgrade went well and Leonard is all set.
- **Cake for Village/90th Anniversary:** Linda wondered if we should order more because it was the 90th anniversary. It was agreed that we would order the same as last year.
- **Trustee Term:** Joe's Term is coming to an end this year, he will run again.
- **Summer Programs:** Terry asked what her budget was for hiring summer performers, Colleen will email Linda how much we have spent in the past so she can let Terry know.

Executive Session: The Board entered into executive session.

Reports:

- **5 Year/Long Range Plan:** Tabled until June
- **Policy Handbook:** Working on updating, Linda will be the contact for the board for communications with our HR contact.

Library Director's Report:

MARCH 2014

After a few minor issues, the use of the new time sheets is working well. The upgrade of our lap top to Windows 7 went without any problems thanks to Kerry loaning the library her external hard drive.

The computer that was behind the main desk computer has been moved. It is now against the wall near the children's DVDs. This has allowed Terry to carve out something like an office space.

Most of the exciting news of last month was done by Terry. Her report will be very informative.

The circulation numbers continue to slip, but only by a few. Since we were closed four days in February for weather and a holiday, last month was not that bad.

On Tuesday the March 18th, the internet went down at about 7 pm. It didn't disrupt service.

The Upper Hudson Library System 2015-2017 contract is now available. They would like the document by December 2014.

Youth Services Report –

MARCH 2014

I was able to meet with Rob Carle at UHLS for Wed site training and have already made a few updates of information on the site.

I attended the March 6th Cultural Event at Menands School. I met with a lot of the families and handed out invitations to our Story Time along with other materials. It was nice to see familiar faces as well as meet some new families and invite them to come to the Library.

The principal from Menands School chose the book for Kindergarten Registration. It is: The Kissing Hand. It is a charming book for children going to school for the first time. The book comes with a CD that narrates the story and an added bonus includes a song. We ordered it, received it and put in the labels that say the book is a gift from the Menands Library.

The March YSAC meeting introduced new technology: the 3D Printer and the Maker Bot Replicator and digitizer. We had a live demonstration and discussion on using these as tools in the larger libraries to bring in members of the community.

We also reviewed and discussed articles on Teen Services with specific focus on communications with Teens. The future of Teen Services (YALSA Young Adult Library Services Association) is based upon the idea of quality not quantity.

We are continuing to prepare for Summer Reading. I will be seeking a book list from the Menands School Librarian and compiling our own list as well. I am also looking at various children's performers to schedule events over the course of the summer. Of course as time draws closer, I will make sure we have snacks and will approach some of the local food vendors.

Story Time Hour continues to grow as the families that already attend start to mention it to their friends.

My focus for April and May will be to continue with preparation for Summer Reading and to build up the YA (Young Adult) library, with a possible event for that age group.

Next Meeting: April 28, 2014 @ 6:30 p.m. (6:00 tentative for talking with garden club)

Adjourned – time: 7:35 p.m.