

Meeting of the Board of Trustees – Menands Public Library

May 18, 2015

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

Allison Lane

Meeting called to order at approximately 6:32 p.m.

Minutes from previous meeting of April 27, 2015 were reviewed – motion made by Joe to accept the minutes, seconded by Linda and approved.

Treasurer's Report: Debbie submitted the reports for period 4/01/15 through 4/30/15 they were reviewed, Joe made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for April 2015 - \$108,538.62 for money market account and \$1,086.28 for checking.

Communications: None

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe checked with the village concerning the higher water bill, the bill we received was correct even though it was doubled from last bill.
- **Flowers:** Leslie will reach out to Judith about flowers
- **Grants:** Allison Lane came to talk with the Board about our options; we will contact Tim Burke about our next steps to apply for grant. Possibly start a construction reserve fund. Linda will contact Kevin Franklin to see if library is on the Historic Registry.
- **Pine Trees:** Joe met with Todd's Tree service they said nothing was wrong with trees, no reason to take them down. But if we want them down it would be \$1200 for both. We will look at this every two years to determine if they are still healthy.
- **Conflict of Interest Policy:** Linda emailed this to everyone, all looked good, We should put this in policy handbook. Linda will ask Tim if it should go on the website.
- **Shed:** Joe will begin to empty the shed this month.
- **Board Seat:** Diana Praus on ballot for open seat.
- **Exit Poll:** Kerry updated for this year, Leonard made copies and they will be handed in to school.

New Business:

- **School Budget Binder:** Linda will get a copy of the binder and will put it in file cabinet when school gives it to her.

Reports:

- **5 Year/Long Range Plan:** June
- **Policy Handbook:** include sheet for employees to sign, that they have read and understand the policy handbook.

Library Director's Report:

MAY 2015

Since, my last report was only a few weeks ago, there is not a great deal to report.

There are the on-going efforts to have the new online system working. There have been some minor bugs that

are being work out. So far, the ability to create a report, is not working yet. There are lots and lots of numbers but they are not making any sense to anyone yet. In other words, I can't report on circulation.

On Wednesday June 3, 2015, a new Librarian Substitute, Sue Baker, will be trained. She has worked full time and now part time at the Bethlehem library for more than ten years.

Youth Services Report:

MAY 2015

A few Libraries send us their Newsletters each month. We started a Menands Public Library Newsletter which is sent out to those other Libraries (Colonie, Watervliet and Guilderland). They are posted on the bulletin boards and copies are also on tables around the Library. It is a good way to share info on events.

YSAC meeting focused on a children's catalog for UHLS web and we shared ideas for promoting our Libraries. One of the ideas was to create contests for our patrons. In light of that, we now have a contest.

Menands Summer Contest: Menands Public Library has a Mascot: a very huge Teddy Bear who resides in our StoryTime room and needs a name. We will take ideas for names through Aug.10th. The winner will be featured in our Newsletter and our FB and Web page.

SRP looks very good. We have five programs scheduled in July. I will attach a flyer to next month's report with the details.

Our Annual Ice Cream Social is scheduled for June 13th, 11:30 am to 1:00 pm with outside games and of course, Victor the Clown. Forms to register for Summer Reading will be available. I am hoping everyone on the Board can come enjoy the sundaes and maybe have Victor make a balloon character for you.

Bridget is doing a great job as our 'Page' and we are very glad to have her here at our Library.

Next Meeting: June 22, 2015 @ 6:30 p.m.

Adjourned – time: 7:29 p.m. Motion to adjourn Linda, Seconded by Leslie.